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Government
of
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Report of the Inflation Restraint Board

For the Period

December 15, 1982 to December 14, 1983

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Inflation
Restraint
Board

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Report of the Inflation Restraint Board

For the Period

December 15, 1982 to December 14, 1983

Respectfully submitted,

[Signature]
J. L. B. [Name]
Chairman, Inflation Restraint
Board





Inflation
Restraint
Board

HONOURABLE LARRY GROSSMAN, Q.C.

TREASURER OF ONTARIO AND MINISTER OF ECONOMICS

SIR:

On behalf of the members of the Inflation Restraint Board, I am pleased to present our Annual Report covering the period from December 15, 1982 to December 14, 1983. Pursuant to our obligations under section 35 of the Inflation Restraint Act, 1982, pages 2 to 12 of our Annual Report, together with the accompanying appendices and other material, constitute our report on the Board's activities under Part II of the Act.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "J.L. Biddell".

J.L. Biddell, FCA,
Chairman, Inflation Restraint
Board



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[Faint signature]
J. H. [illegible]
[illegible]
[illegible]



Inflation
Restraint
Board

HONOURABLE ROBERT G. ELGIE, M.D.

MINISTER OF CONSUMER AND COMMERCIAL RELATIONS

SIR:

On behalf of the members of the Inflation Restraint Board, I am pleased to present our Annual Report covering the period from December 15, 1982 to December 14, 1983. Pursuant to our obligations under section 35 of the Inflation Restraint Act, 1982, pages 13 to 16 of our Annual Report, together with the accompanying appendices and other material, constitute our report on the Board's activities under Part III and IV of the Act.

Respectfully submitted,

A handwritten signature in cursive script, reading "J.L. Biddell".

J.L. Biddell, FCA
Chairman, Inflation Restraint
Board

REPORT OF THE INFLATION RESTRAINT BOARD
FOR THE PERIOD
DECEMBER 15, 1982 TO DECEMBER 14, 1983

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INTRODUCTION

The Inflation Restraint Board was established on December 15, 1982 when Royal Assent was given to an enactment of the Legislative Assembly of the Province of Ontario entitled An Act respecting the Restraint of Compensation in the Public Sector of Ontario and the Monitoring of Inflationary Conditions in the Economy of the Province. The short title of this legislation is the Inflation Restraint Act, 1982.

Section 35 of the above-mentioned Act requires the Board to make an annual report of its activities. This is the first such report and covers the period from December 15, 1982 to December 14, 1983.

The provisions of the Act are retroactive to the date of its First Reading in the Legislature, namely, September 21, 1982. The Board commenced its responsibilities upon the enactment of the legislation.

Broadly speaking, the compensation provisions of the Act are applicable to the compensation plans of approximately 683,000 persons in the provincial public sector of Ontario. These employees are covered by an estimated 15,000 separate compensation plans which are supervised by some 3800 compensation plan administrators.

The Act is also concerned with increases in the approximately 3000 prices and fees which are either set or regulated by the Province.

The Inflation Restraint Act assigns to the Board three principal functions. They are:

- (1) administration of the compensation provisions that are set out in Part II of the Act;
- (2) provision of advice, on request, to the Minister of Consumer and Commercial Relations respecting proposed changes to administered prices pursuant to Part III of the Act; and
- (3) monitoring of private sector prices and compensation changes within Ontario and promotion of public understanding of the inflationary process pursuant to Part IV of the Act.

Subsequent sections of this Report review the activities related to each of these functions.

**REPORT ON ACTIVITIES RELATED TO PART II
OF THE INFLATION RESTRAINT ACT**

PUBLIC SECTOR COMPENSATION

Part II of the Inflation Restraint Act deals with the compensation plans of those employed in the provincial public sector. In administering this Part of the Act, the Board's activities can be categorized as follows:

- (a) developing a comprehensive list of compensation plan administrators subject to the Act;
- (b) establishing the procedures for the administration of this Part of the Act;
- (c) advising compensation plan administrators of their responsibilities under the Act;
- (d) deciding on individual cases referred to the Board;
- (e) informing interested parties of the Board's decisions and interpretations; and
- (f) monitoring compliance.

Each of these activities will be discussed below.

1. Coverage

Section 6 of the Inflation Restraint Act, the Schedule to the Act, and certain of the Regulations made under the Act describe the organizations whose employees are subject to Part II. While some organizations are mentioned by name, the vast majority are described in terms of their financial or organizational structure or in terms of the services that they provide to the public.

The first task of the Board was to prepare a comprehensive list of those organizations affected by the legislation. In assembling this list, the Board was assisted by the ministries of the Government and the municipal corporations. From these sources, a comprehensive list of compensation plan administrators was drawn up. Further information concerning these administrators is shown in Tables I through IV.

2. Administrative Procedures and Interpretations

Almost as soon as the Board had been legally constituted, it received a large number of requests for interpretations of the Act. In the main, these requests concerned the definitions contained in Section 4. Consequently, the Board approved a series of statements which interpreted these definitions by relating them to the provisions contained in typical compensation plans.

At the same time, the Board decided on the procedures that would govern its handling of applications. Of fundamental importance in this regard was the requirement to adhere to the rules of natural justice - the rules which ensure both parties to a dispute an equal opportunity to present their arguments and to challenge the arguments of their opponent.

In order to ensure fairness to all those directly affected by the Board's decisions, each applicant was required to certify that a copy of his or her application and all supporting documentation had been delivered to the other interested party. Upon receiving an application, the Board acknowledged receipt and notified the other party of its right to make a submission. If the second party decided to make a submission, the applicant was given the opportunity of rebuttal.

A set of forms was developed by the Board to expedite this procedure. A description of these forms, together with all others prepared by the Board for public use, appears as Appendix 3.

3. Notification

In January, 1983, the Board published A Guide to the Ontario Inflation Restraint Program in order to assist those affected by the Act to understand the rights and obligations conferred by this legislation. This booklet describes the Act and Regulations in non-legal terms as well as the procedures that the Board had established for the administration of Part II. The Board's interpretative statements were also published in this booklet.

In early February, 1983, a letter from the Chairman of the Board was sent to each compensation plan administrator. This letter advised administrators that their employees were subject to Part II of the Act and it described, in general terms, their responsibilities under the legislation. Accompanying this letter was a copy of the above-noted booklet and a form (Form IRB-01) which requested certain basic information about each administrator. This information was subsequently computer coded and formed the basis of the Board's master file.

4. Decisions

The Act makes provision for compensation plan administrators, bargaining agents and, in some cases, individual employees to refer matters to the Board for resolution. The law requires that certain matters must be referred to the Board. In other cases, the Board is available to resolve disputes or to make interpretations. In still others, the Board is empowered to issue orders that ensure compliance.

Dealing with these applications represented the single most time-consuming activity that the Board was called upon to perform. In total during the year, the Board held 44 meetings. Six hundred and ninety-seven formal applications were received which resulted in 624 Decision Notices and 13 Orders. Although some applications required no decision, it should also be noted that some addressed more than one point so that the recorded total is higher than the actual number of Decision Notices and Orders issued. A description of issues dealt with in these applications is provided in Table V.

5. Information

On September 21, 1982, the date of First Reading of the Act, the Ministry of Treasury and Economics established a telephone "hot line" to deal with inquiries about the Inflation Restraint Program. Responsibility for this telephone inquiry service was subsequently transferred to the Board and it continued to operate throughout the year. In total, the service handled 12,324 calls, an average of 40 calls per working day. The busiest day for the service occurred on February 16, 1983 when 135 calls were received.

Ninety-eight per cent of the callers received answers to their queries as a result of their initial call and, in the remainder of cases, the queries were noted and answers were provided at a later date. Table VI details the subjects that were raised by callers to the telephone inquiry service.

In addition to telephone inquiries, the Board received and responded to 3,190 letters during the year. The subjects raised in these letters were generally similar to the ones directed to the telephone inquiry service. In all cases, the staff made a distinction between those queries that required an interpretation of the Act or a decision of the Board, and those which dealt with matters of fact. In the former cases, the issues were referred to the Board prior to a reply being given.

In an effort to keep interested parties apprised of Board decisions, periodic summaries of the more important decisions were prepared and distributed to some 648 organizations, including employer and union associations. Additional copies of these summaries were mailed on request. A complete record of all decisions and orders was available for public inspection at the Board's offices, and copies of individual decisions were sent to the local media several days following their release to the parties directly affected.

6. Monitoring Compliance

In order for the Inflation Restraint Program to achieve its purpose, it was necessary for compliance to be monitored. Consideration was given to carrying out this task through a direct audit conducted by staff employed by the Board. It was reasoned, however, that due to the large number of compensation plan administrators who are subject to the Act, this approach would only have resulted in a small fraction of the total being audited. Moreover, such an audit would not have been efficient since the auditors would have been unfamiliar with the records of the organizations being reviewed.

As an alternative to the use of staff auditors, the Board considered monitoring compliance through the public accountants who regularly perform the financial audits of those subject to the Act. In order to explore the feasibility of this approach, the Board initiated discussions with the Institute of Chartered Accountants of Ontario. As a result of these discussions, a procedure was developed that was acceptable to the Board as well as to the Institute.

Under this plan, each administrator's public accountant would be requested to carry out certain tests and to report the results in a prescribed manner. Any instances of possible non-compliance with the Act would be recorded, and the Board would follow-up on these with the administrator affected. In order to ensure the maximum economy and efficiency, this review was aimed to coincide, as nearly as possible, with the regular financial audit of each administrator. This monitoring procedure is described, in detail, in a guideline prepared by the Institute and circulated to its members.

During the year, a form (Form IRB-03) was sent to each compensation plan administrator. The administrator was asked to have this form completed by his or her public accountant and returned to the Board. Based on the forms received during this reporting period, a high level of compliance with the legislation appears to have been achieved.

TABLE I

COMPENSATION PLAN ADMINISTRATORS BY MAJOR GROUP

<u>LEGISLATIVE ASSEMBLY</u> Including the Speaker, Ombudsman and Provincial Auditor	3
<u>CROWN IN RIGHT OF ONTARIO</u> Including the civil service, the employees of the various agencies, boards and commissions of the Province and judges	92
<u>EDUCATIONAL INSTITUTIONS</u> Including the universities, community colleges and school boards	254
<u>HEALTH SERVICES</u> Including the hospitals, boards of health, nursing homes, ambulances and laboratories	986
<u>COMMUNITY AND SOCIAL SERVICE AGENCIES</u> Including the homes for the aged, children's institutions and developmental centres	966
<u>CORRECTIONAL SERVICE AGENCIES</u> Including the employees of agencies providing victims and witness assistance, education and supervision, and community residential services	109
<u>MUNICIPALITIES AND RELATED ORGANIZATIONS</u> Including the municipal corporations, hydro commissions, library boards, boards of police commissioners and conservation and recreation authorities	1431
TOTAL	3841

TABLE II

EMPLOYEES EMPLOYED BY EACH MAJOR
GROUP OF COMPENSATION PLAN ADMINISTRATORS

COMPENSATION PLAN ADMINISTRATORS BY MAJOR GROUP	NUMBER OF EMPLOYEES
Legislative Assembly	562
Crown	115,826
Education	222,543
Health	178,278
Community and Social Services	23,619
Correctional Services	2,288
Municipal	140,023
TOTAL	683,139

TABLE III
GEOGRAPHICAL DISTRIBUTION
OF COMPENSATION PLAN ADMINISTRATORS

ADMINISTRATORS BY GROUP	EASTERN ONTARIO	CENTRAL ONTARIO	METRO TORONTO	SOUTH WESTERN ONTARIO	NORTHERN ONTARIO	TOTAL
Legislative Assembly	0	0	3	0	0	3
Crown	5	9	66	6	6	92
Education	45	31	30	53	95	254
Health	186	199	185	269	147	986
Comm. & Social Services	203	209	169	221	164	966
Correctional Services	24	30	17	23	15	109
Municipal	412	232	45	492	250	1431
TOTALS	875	710	515	1064	677	3841

TABLE IV
NUMBER OF COMPENSATION PLAN ADMINISTRATORS
BY SIZE OF ORGANIZATION

ADMINISTRATORS BY GROUP	UNDER 51 EMPLOYEES	51-100 EMPLOYEES	101-500 EMPLOYEES	OVER 500 EMPLOYEES	TOTAL
Legislative Assembly	0	1	2	0	3
Crown	63	9	9	11	92
Education	78	14	60	102	254
Health	522	186	187	91	986
Comm. & Social Services	836	78	48	4	966
Correctional Services	106	2	0	1	109
Municipal	1176	88	119	48	1431
TOTALS	2781	378	425	257	3841

TABLE V

DECISIONS OF THE INFLATION RESTRAINT BOARD

Nature of Decision and Statutory Reference, if applicable	Number of Decisions/ Orders
● Determination of the anniversary or expiry dates of compensation plans (Clause 4(b)) or (Clause 8(3)(c))	27
● Authorization of compensation rate increases during the pre-transition year (Subclause 10(b)(i))	9
● Requests for approval of the compensation plans of employees promoted to different or more responsible positions (Clause 12(5)(g))	80
● Determination of compensation rate increases during transition year (Clause 14(1)(a))	38
● Determination of the value to be placed on proposed changes to the terms and conditions of compensation plans (Clause (14(1)(b))	50
● Requests for approval of changes to the terms and conditions of compensation plans that are not included in collective agreements (Subsection 14(2))	96
● Review of an administrator's decision not to exercise fully the discretion to grant a \$1,000 increase to employees earning \$20,000 per year or less. (Subsection 14(3))	101
● Requests for the Board to make a recommendation to the Lieutenant Governor in Council that certain employees be exempted from the application of Part II of the Act (Subsection 17(5))	24
● Determination of the compensation plan that was in effect on September 21, 1982	88
● Requests to grant compensation rate increases in excess of those permitted by the Act	55
● Requests for approval of incentive plans to facilitate early retirement from employment	4
● Requests for interpretations of the Act and Regulations	70
● Orders	13
TOTAL	655

TABLE VI
TELEPHONE INQUIRY SERVICE

Subject of Call	Percentage of Total Calls
Interpretations of the program	57
Information concerning IRB forms	17
General or miscellaneous information	14
Information relating to Board submissions	<u>12</u>
	100 %

**REPORT ON ACTIVITIES RELATED TO PART III
OF THE INFLATION RESTRAINT ACT**

ADMINISTERED PRICES

Under the authority of Part III of the Act, the Minister of Consumer and Commercial Relations established economic criteria by which any increases in prices, user charges or fees, either charged by a public agency or authorized by a public regulatory agency, would be reviewed.

The legislation permits the Minister to refer to the Board any proposed price increase which falls within the scope of the Act. Once referred to the Board, the Board is required to investigate the proposed increase and report to the Minister whether it is in conformity with the criteria. If the increase is judged not to be in conformity, the Minister may request the Board to determine the maximum price increase which would so conform.

During the period of this Report, the Board had a referral by the Cabinet Committee on Administered Prices under the chairmanship of the Minister of Consumer and Commercial Relations. This case, involving an approval by the Ontario Energy Board of a price increase for Northern and Central Gas, was sent to the Board, under Section 27 of the Act, for investigation and report. The Board submitted its findings on the relationship between the proposed price increase and the established economic criteria to the Minister. The decision of the Committee is contained in the Minister's Report on the Administered Price Restraint Program tabled in the Ontario Legislature on February 15, 1984.

**REPORT ON ACTIVITIES RELATED TO PART IV
OF THE INFLATION RESTRAINT ACT**

PRIVATE SECTOR MONITORING

A program of monitoring the pattern of changes in prices and compensation rates in the private sector of Ontario was undertaken by the Board in fulfilment of the requirements of Part IV of the Act.

To assist public understanding of the inflationary process, the Board made two basic decisions as it began this aspect of its work. Firstly, it decided that in order to show a pattern or trend in price and compensation rate changes, a period of several years would be required. Therefore, the Board attempted to trace the pattern of compensation rate and price changes for the years from 1979 to 1983; the starting point being the year following the expiry of the federal anti-inflation program.

Secondly, in an attempt to provide a meaningful picture of the inflationary process, the Board decided that the review of prices and compensation rates should include those in the public as well as the private sector of Ontario.

The Board made a survey and assessment of the various sources of available data, and using the aforementioned specifications, it assembled and tabulated this data. A summary of the results obtained from this process appears in Appendix 4.

ACKNOWLEDGEMENTS

The Board required the assistance and co-operation of many individuals and organizations in fulfilling its obligations during the year. The Board acknowledges its indebtedness and expresses its appreciation to all who assisted it.

In particular, the Board expresses its gratitude to the many compensation plan administrators and employees who co-operated with it in the administration of the Inflation Restraint Act; to the ministries, municipal corporations and other public agencies that provided the Board with necessary information; and to those ministries which agreed to permit members of their staffs to be seconded to work with the Board.

Further, the Board gratefully acknowledges the assistance of the Institute of Chartered Accountants of Ontario and its members in monitoring compliance with the Act.

The Board is also indebted to the Statistical Services Branch of the Ministry of Treasury and Economics for their technical advice on price and compensation rate data, and to the Office of Legal Services of that Ministry for their advice and guidance. Likewise, the Board acknowledges the co-operation of the Ministry of Revenue for distributing the Board's forms through the 31 Regional Assessment Offices of that Ministry.

Finally, the Board wishes to express its gratitude to its staff for their dedication and support throughout the year.

APPENDICES

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APPENDIX 1

MEMBERSHIP OF THE
INFLATION RESTRAINT BOARD

Chairman

John L.Biddell, FCA

Vice-Chairman

William A.B. Anderson

Members

John S. Dewar

Marnie Paikin

Max Saltsman

David L. Tough

APPENDIX 2

STAFF OF THE INFLATION RESTRAINT BOARD

D.R. Peebles	Executive Director
E.D. Greathed	Executive Co-ordinator, Monitoring
P.L. Weingarden	Director of Operations
E.A. McKee	Co-ordinator, Compensation Analysis
O.P. Carroll	Senior Compensation Analyst
C.M. Chesney	Co-ordinator, Information
D.P. Edwards	Co-ordinator, Planning
J. Franke	Manager, Communications
C.R. Hillyer	Senior Compensation Analyst
J.W. Irvine	Secretary to the Board
J.E. Laberge	Senior Compensation Analyst
P. Lam	Co-ordinator, Operations
K.A. Lewis	Senior Compensation Analyst
W. Tumas	Co-ordinator, Administrative Support
S. Cameron	Supervisor, Correspondence
P.K. Forrest	Mail/Messenger Clerk
R.G. Harbick	Planning Analyst
H.D. Harris-Atamaniuk	Word Processing Operator
S. Hui	Communications Clerk
A. Jamnick	Data Entry Operator
C.T. Juopperi	Receptionist
H.M. McLafferty	Secretary
S.E. Morrison	Secretary
A.M. Natalizio	Information Officer
D.M. Paterson	Secretary

APPENDIX 3

FORMS ISSUED BY THE INFLATION RESTRAINT BOARD

Form IRB-01	Report on Compensation Plans
Form IRB-02	Application to the Board - Compensation
Form IRB-03	Report of Public Accountant
Form IRB-04	Response to Application on Compensation before the Inflation Restraint Board
Form IRB-05	Reply to Respondent's Submission to an Application on Compensation before the Inflation Restraint Board

APPENDIX 4

SUMMARY OF COMPENSATION RATE AND PRICE CHANGES

Introduction to the Summary Tables

Section 33 of the Inflation Restraint Act requires the Board to monitor the pattern of changes in prices and wages in the private sector. In fulfilling this obligation, the Board examined the information that is collected by agencies of the Federal and Ontario Governments.

From the available information, the Board extracted that which, in its view, would demonstrate the pattern of wage and price changes that had occurred during the five year period from 1979 to 1983. For purposes of comparison, public as well as private sector wage changes were examined. Tables depicting the most salient patterns of price and compensation rate changes have been prepared and are presented in this Appendix.

As there are many factors in any reporting of price and wage changes, the notes opposite each of the accompanying tables should also be examined.

GRAPH 1 NOTES

- Data were obtained from collective bargaining agreements covering 200 or more workers in Ontario.
- Annual percentage changes shown in the table are calculated on base wage rates and do not include any increases which may result from cost-of-living allowances. They are also not necessarily representative of average increases for the whole bargaining unit.
- Base wage rates refer to the lowest unskilled labour classification. Where this category does not exist, the wage rate for the lowest paid classification is used.
- Industry definitions are based on the 1970 Standard Industrial Classification Manual (SIC).

Source: Ontario Ministry of Labour, Wage Developments in Collective Bargaining Settlements in Ontario.

WAGE SETTLEMENTS IN SELECTED PRIVATE SECTOR INDUSTRIES (AGREEMENTS WITHOUT COLA)

Industry	Annual Percentage Change				
	1979	1980	1981	1982	1983
Food, Beverage	11.0	11.0	12.6	11.9	8.0
Fabricated Metals	10.0	11.2	11.9	9.4	4.4
Transportation Equipment	8.4	10.9	9.4	4.5	5.5
Petroleum, Oil	8.6	10.5	12.7	- ¹	6.0
Chemicals	9.0	11.8	13.2	11.5	6.1
Mining, Quarrying	13.9	9.1 ²	13.2	5.7	6.1
Retail Trade	8.4	11.5	13.1	10.3	7.5
Construction	4.6	8.3	13.4	12.6	5.9

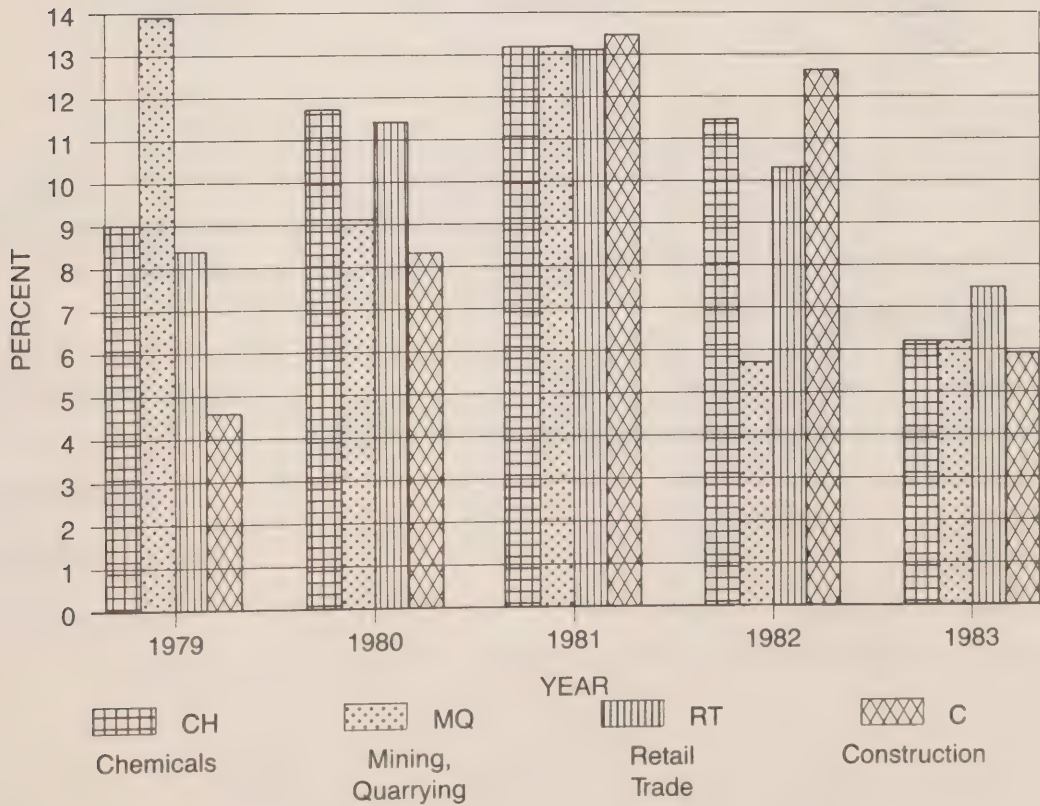
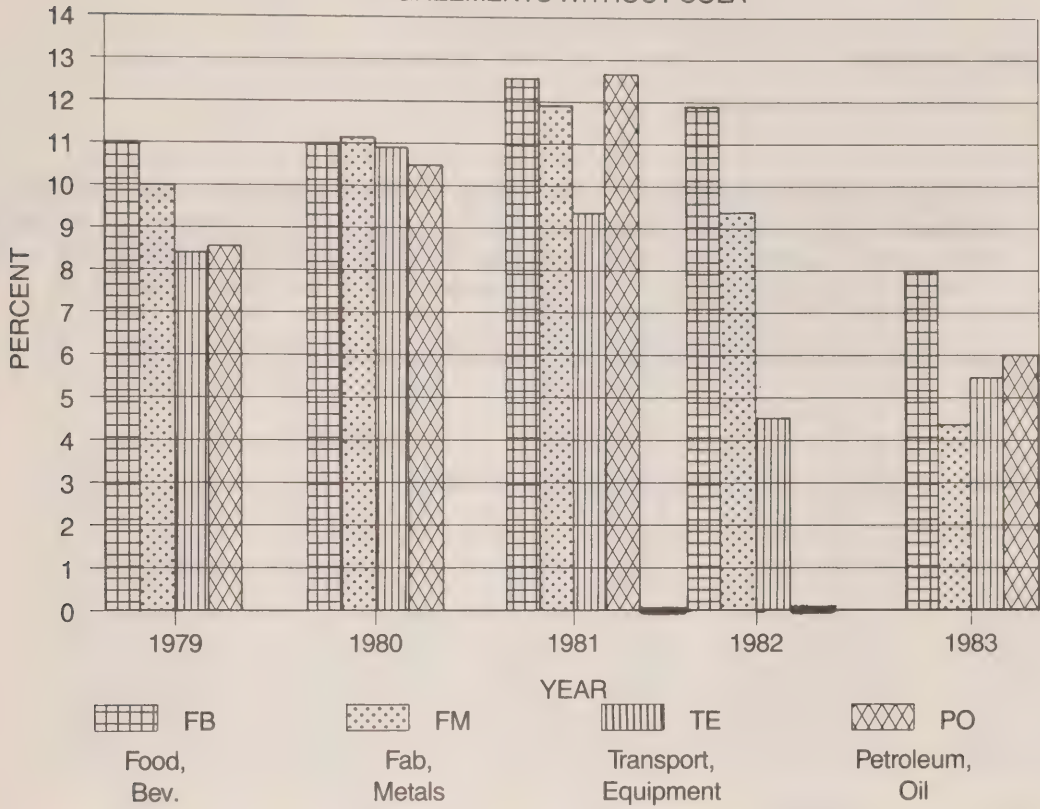
1 No settlement reported for 1982.

2 COLA Settlement

GRAPH 1

WAGE SETTLEMENTS: PRIVATE SECTOR

AGREEMENTS WITHOUT COLA



GRAPH 2 NOTES

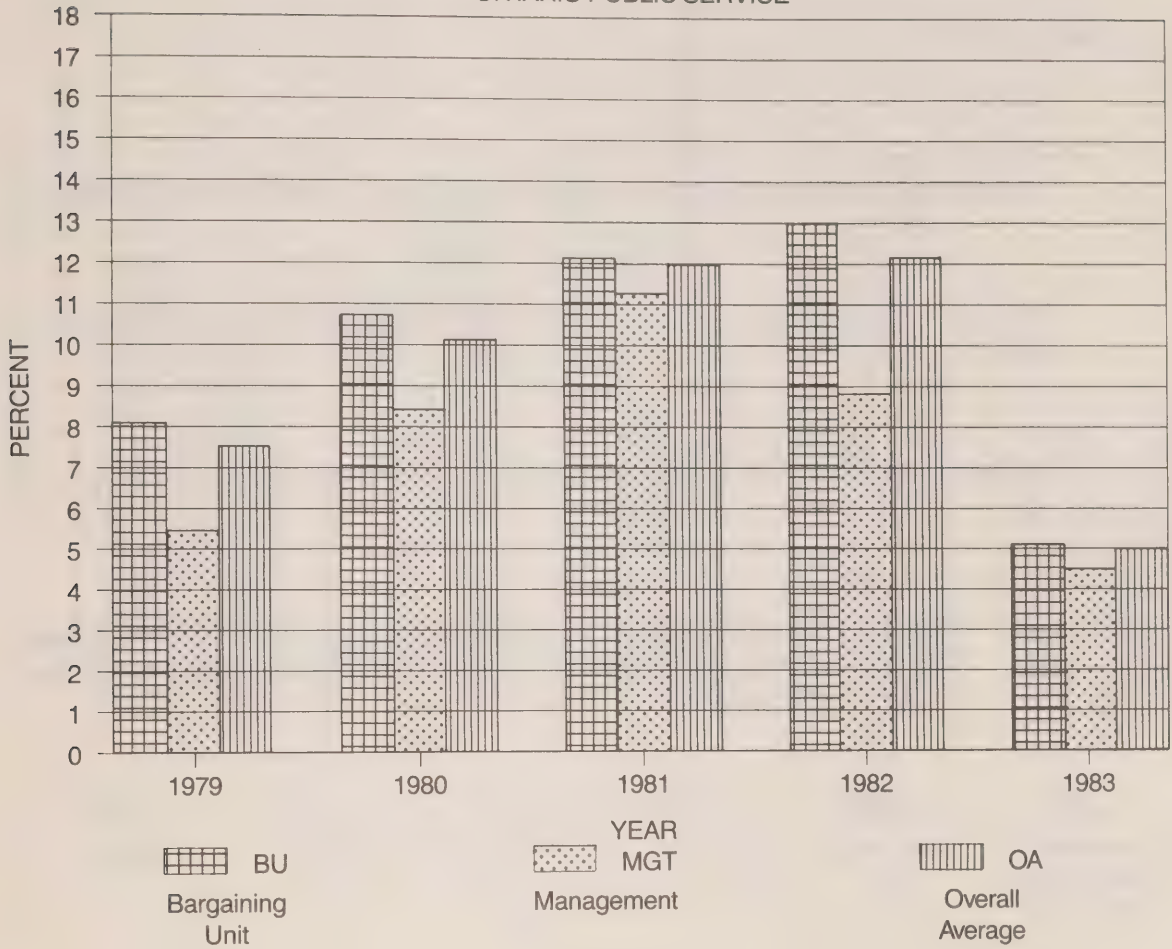
- . Average wage increases in the Ontario Public Service are derived by dividing total straight time wages by the total number of classified employees. Each year covers increases for that year disregarding the month in which rates were revised. Executive compensation is not included.
- . For 1980 some bargaining unit categories had 15 month contracts.

Source: Ontario Civil Service Commission.

GRAPH 2

AVERAGE WAGE INCREASES IN OPS

ONTARIO PUBLIC SERVICE



AVERAGE WAGE INCREASES: ONTARIO PUBLIC SERVICE

Ontario Public Service	Annual Percentage Change				
	1979	1980	1981	1982	1983
Bargaining Unit	8.1	10.7	12.1	13.0	5.1
Management	5.5	8.4	11.3	8.8	4.5
Overall Average	7.6	10.1	12.0	12.2	5.0

GRAPH 3 NOTES

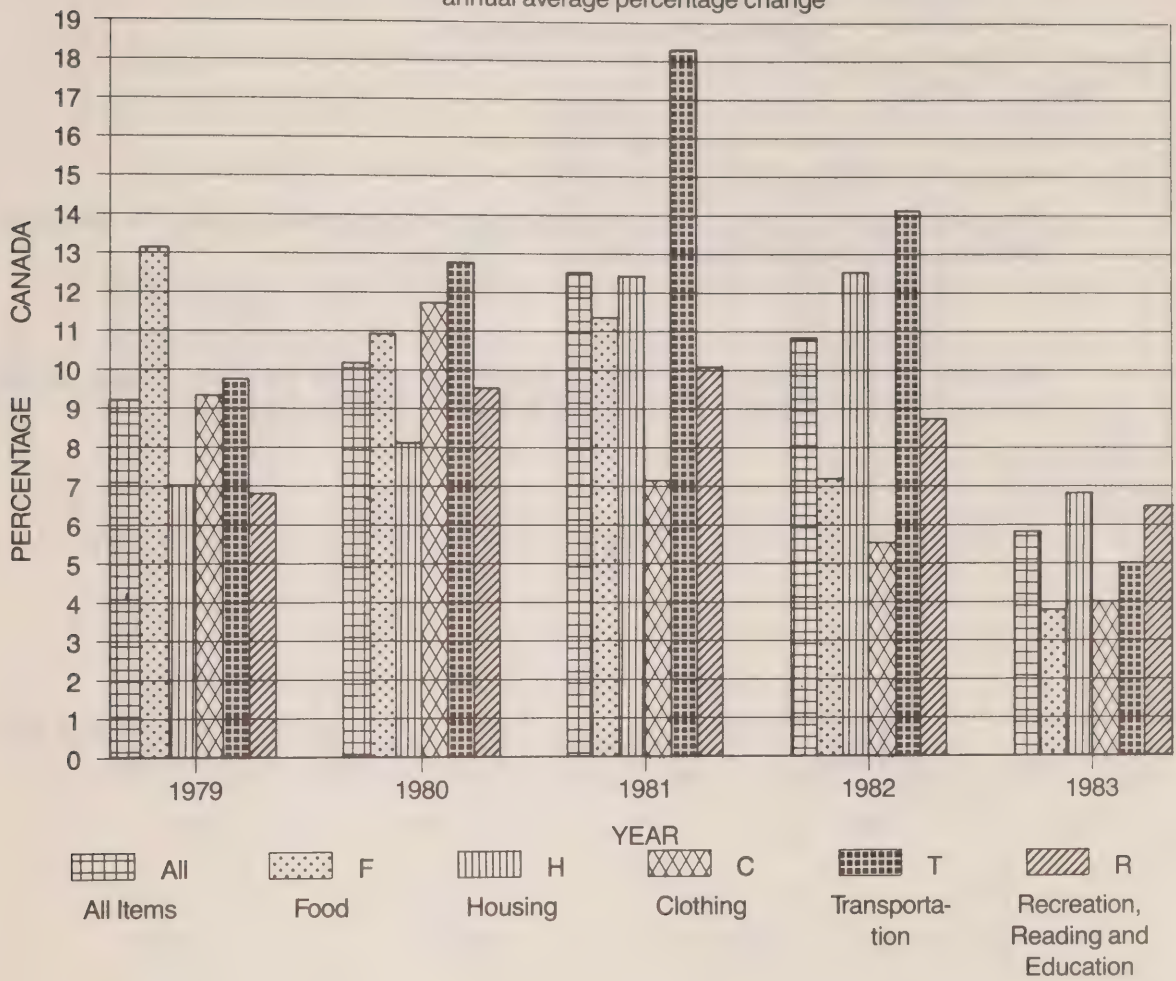
- . The selected major components account for 90.9% of the All Items Index.
- . The major components not shown here are Health and Personal Care and Tobacco and Alcohol.
- . Percentages are calculated using annual average indexes for each year.

Source: Statistics Canada, Consumer Prices and Price Indexes, (62-010) and CANSIM (Statistics Canada's machine-readable data base and retrieval system).

GRAPH 3

CPI — SELECTED MAJOR COMPONENTS

annual average percentage change



CONSUMER PRICE INDEX: SELECTED MAJOR COMPONENTS (CANADA)

Components	Annual Average Percentage Change				
	1979	1980	1981	1982	1983
All Items	9.2	10.2	12.5	10.8	5.8
Food	13.1	10.9	11.4	7.2	3.7
Housing	7.0	8.1	12.4	12.5	6.8
Clothing	9.3	11.7	7.1	5.6	4.0
Transportation	9.7	12.8	18.3	14.1	5.0
Recreation, Reading and Education	6.8	9.5	10.1	8.7	6.5

GRAPH 4 NOTES

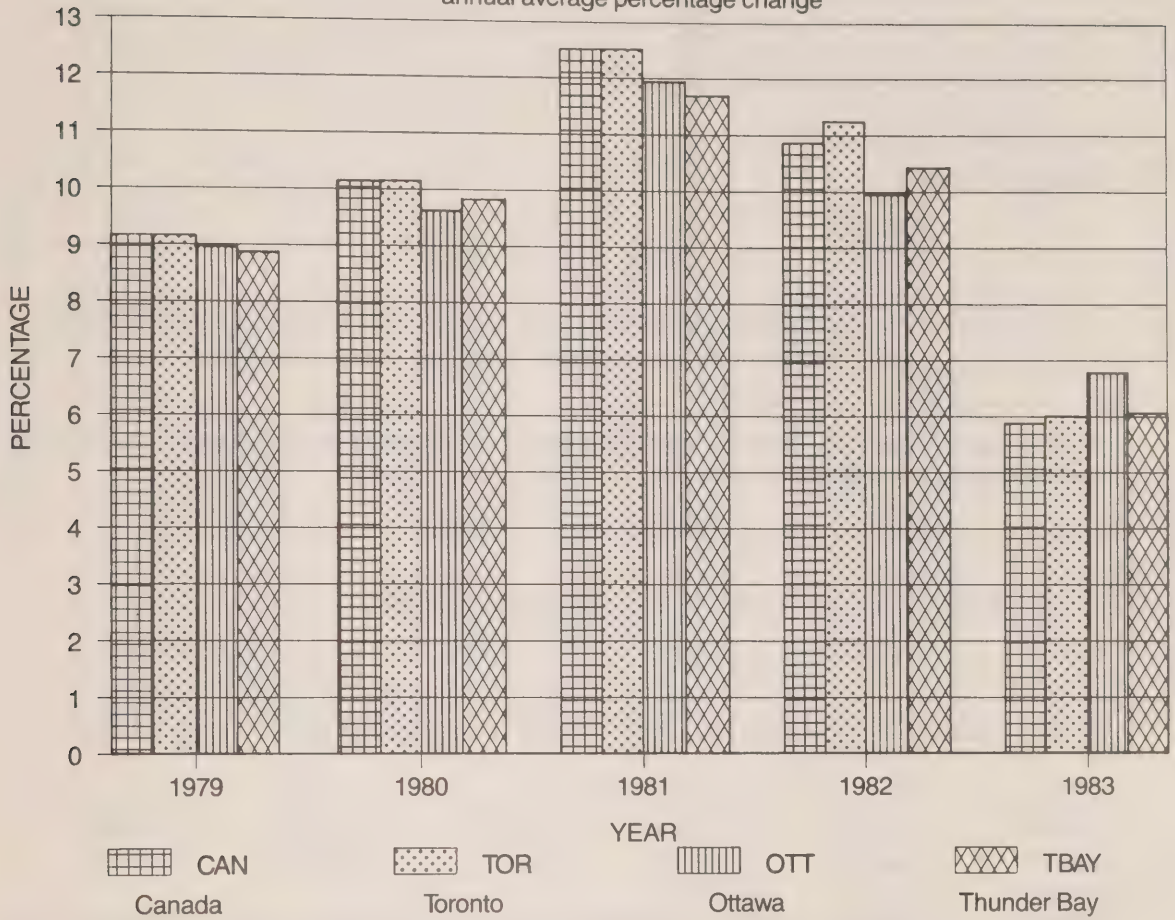
- . The Consumer Price Index is calculated for three cities in Ontario: Toronto, Ottawa and Thunder Bay.
- . The data show movement of prices over time in each city but should not be used to indicate differences in price levels between cities.
- . Percentages are calculated using annual average indexes for each year.

Source: Statistics Canada, Consumer Prices and Price Indexes, (62-010) and CANSIM

GRAPH 4

CPI — CANADA/REGIONAL CITIES

annual average percentage change



CONSUMER PRICE INDEX: ALL ITEMS CANADA AND REGIONAL CITIES

Location	Annual Average Percentage Change				
	1979	1980	1981	1982	1983
Canada	9.2	10.2	12.5	10.8	5.8
Toronto	9.2	10.2	12.5	11.3	6.0
Ottawa	8.9	9.6	11.9	9.9	6.7
Thunder Bay	8.8	9.8	11.7	10.4	6.1

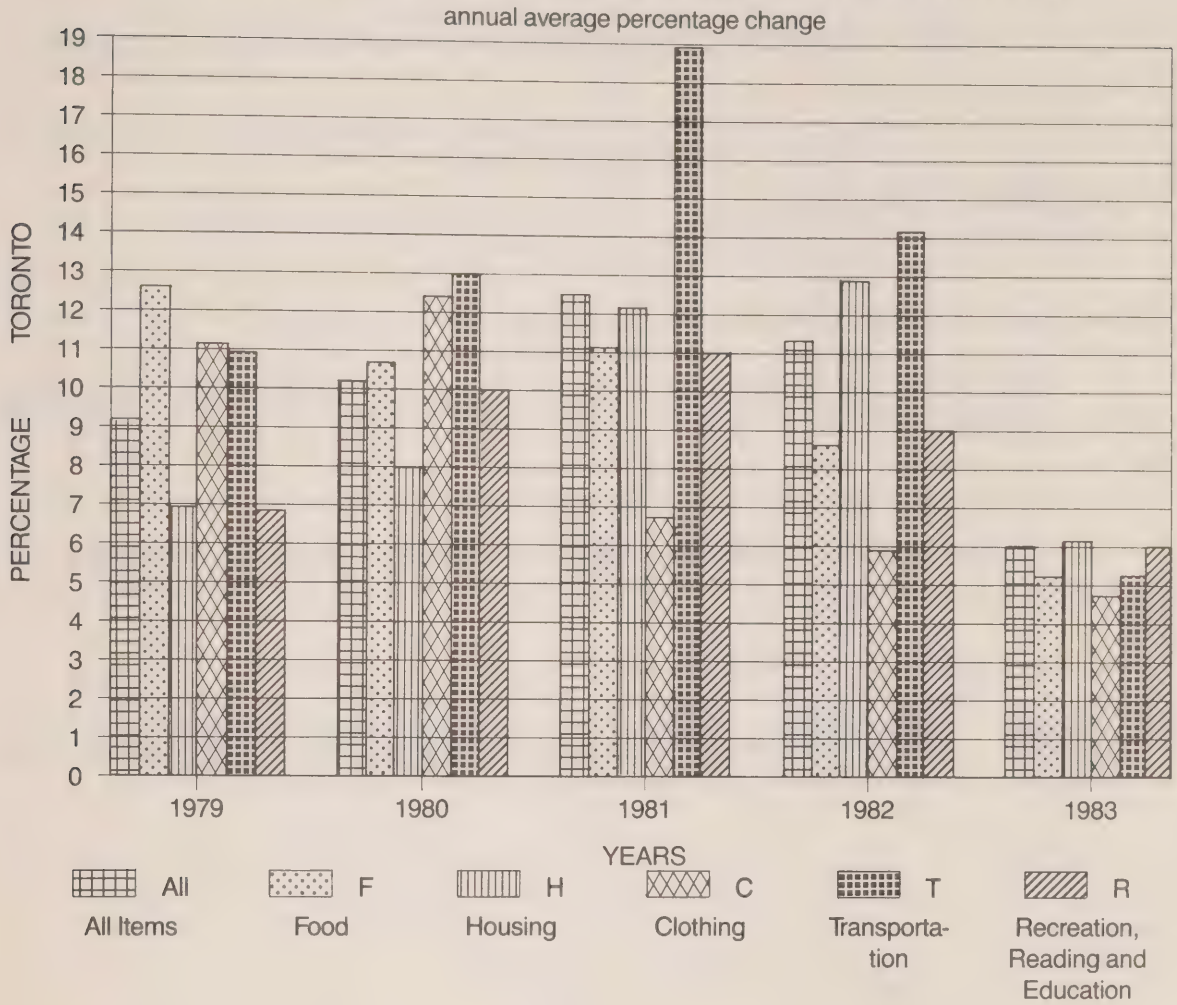
GRAPH 5 NOTES

- . The selected major components account for 90.9% of the All Items Index.
- . The major components not shown here are Health and Personal Care and Tobacco and Alcohol.
- . These data are also available for Ottawa and Thunder Bay.
- . Percentages are calculated using annual average indexes for each year.

Source: Statistics Canada, Consumer Prices and Price Indexes, (62-010) and CANSIM.

GRAPH 5

CPI — SELECTED MAJOR COMPONENTS



CONSUMER PRICE INDEX: SELECTED MAJOR COMPONENTS (TORONTO)

Component	Annual Average Percentage Change				
	1979	1980	1981	1982	1983
All Items	9.2	10.2	12.5	11.3	6.0
Food	12.6	10.7	11.1	8.6	5.2
Housing	6.9	7.9	12.2	12.9	6.1
Clothing	11.1	12.4	6.7	5.9	4.7
Transportation	10.9	13.0	18.9	14.1	5.2
Recreation, Reading and Education	6.8	10.0	11.0	9.0	6.0

GRAPH 6 NOTES

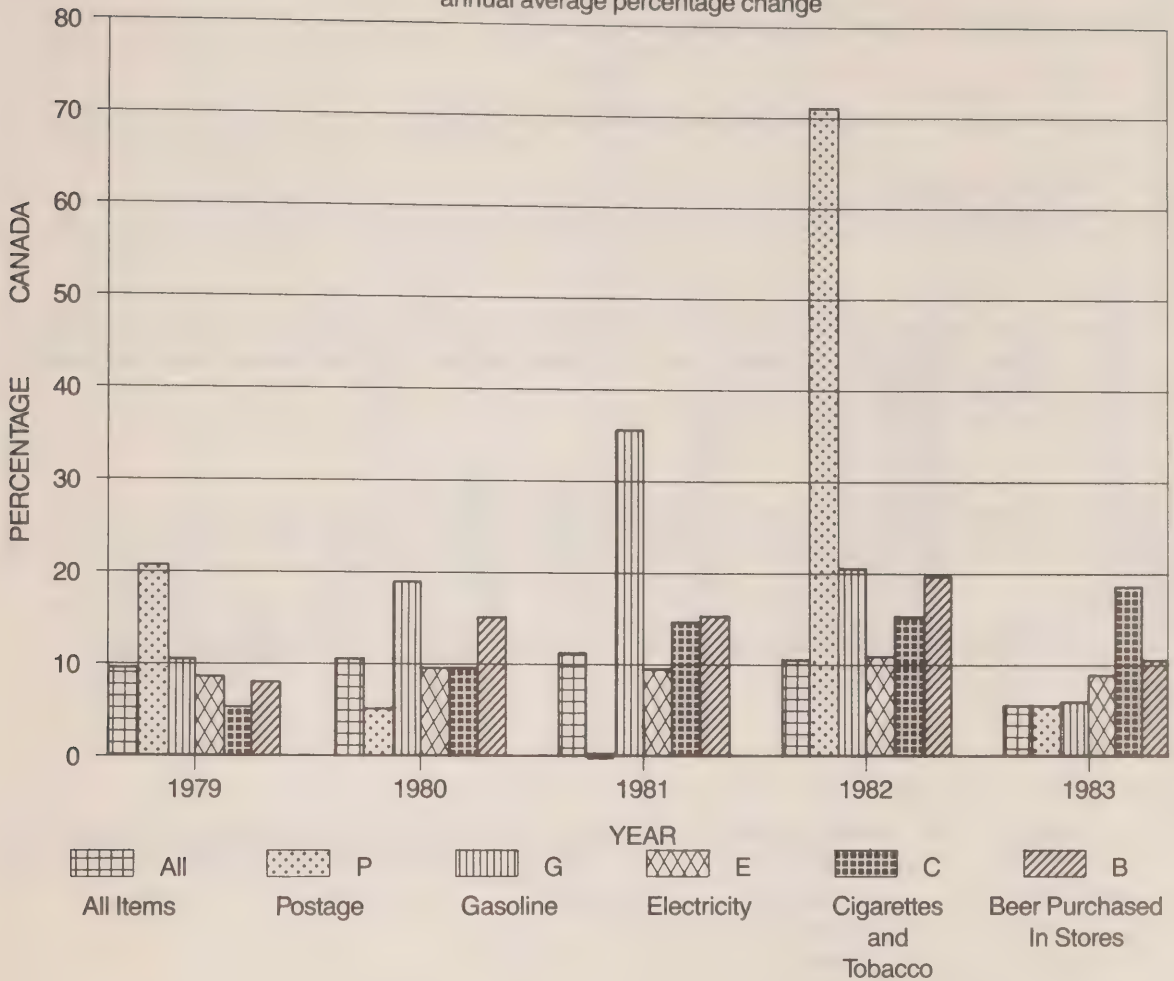
- . The data are a selection of items which are in some way subject to regulation.
- . Percentages are calculated using annual average indexes for each year.

Source: Statistics Canada, Consumer Prices and Price Indexes, (62-010) and CANSIM.

GRAPH 6

CPI — SELECTED ITEMS

annual average percentage change



CONSUMER PRICE INDEX: SELECTED ITEMS (CANADA)

Component	Annual Average Percentage Change				
	1979	1980	1981	1982	1983
All Items	9.2	10.2	12.5	10.8	5.8
Postage	20.4	5.0	0.0	72.6	5.7
Gasoline	10.4	18.9	36.1	21.4	6.1
Electricity	8.7	9.3	8.8	11.4	8.6
Cigarettes and Cigarette Tobacco	5.2	9.2	14.0	15.5	17.9
Beer Purchased from Stores	7.8	14.5	15.3	19.6	11.0

GRAPH 7 NOTES

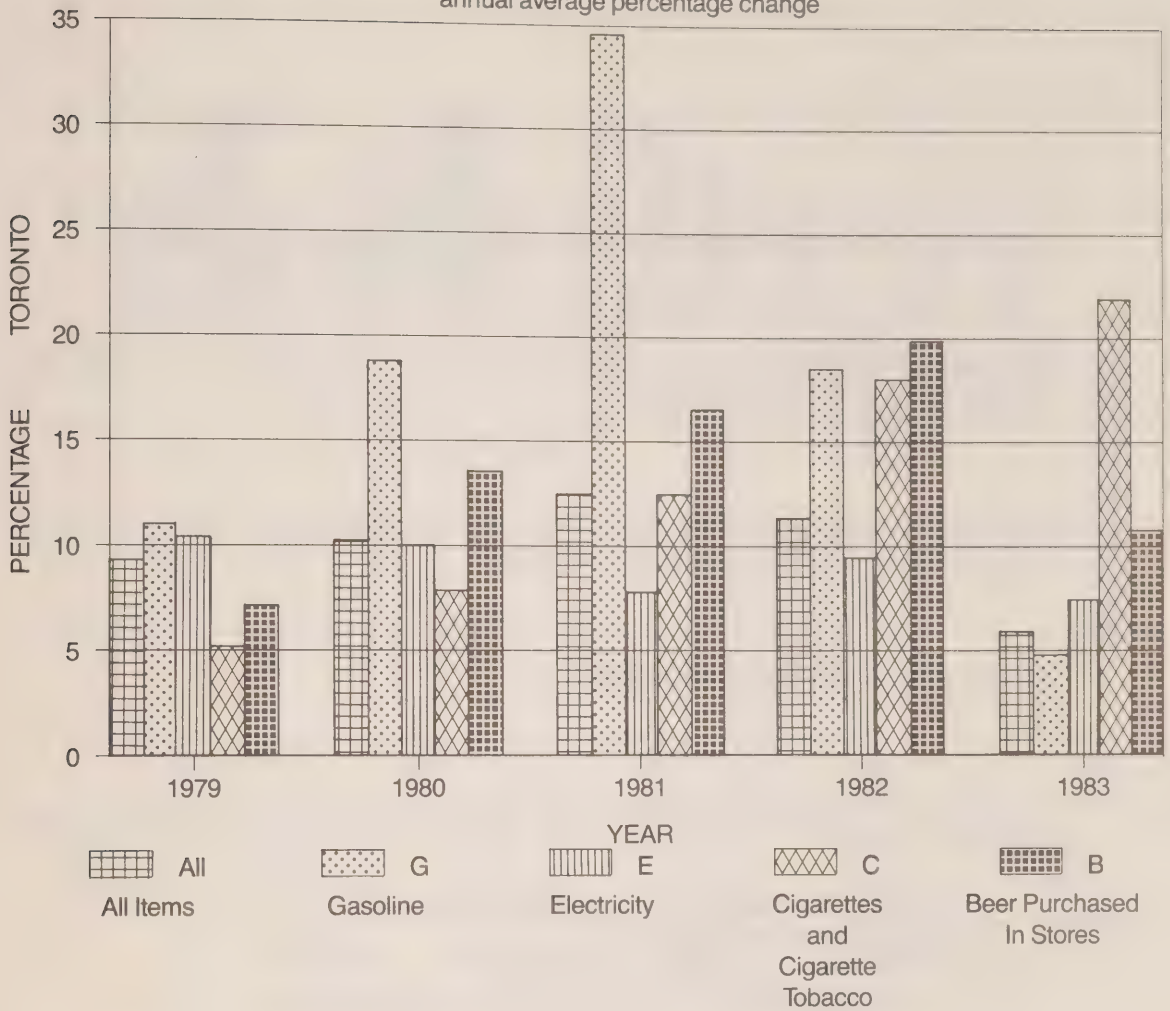
- . The data are a selection of items which are in some way subject to regulation.
- . These data are also available for Ottawa and Thunder Bay.
- . Percentages are calculated using annual average indexes for each year.

Source: Statistics Canada, Consumer Prices and Price Indexes, (62-010) and CANSIM.

GRAPH 7

CPI — SELECTED ITEMS

annual average percentage change



CONSUMER PRICE INDEX: SELECTED ITEMS (TORONTO)

Components	Annual Average Percentage Change				
	1979	1980	1981	1982	1983
All Items	9.2	10.2	12.5	11.3	6.0
Gasoline	11.0	18.9	34.6	18.5	4.8
Electricity	10.5	10.0	7.8	9.4	7.6
Cigarettes and Cigarette Tobacco	5.1	7.9	12.5	18.0	22.2
Beer Purchased from Stores	7.2	13.6	16.6	19.9	10.8

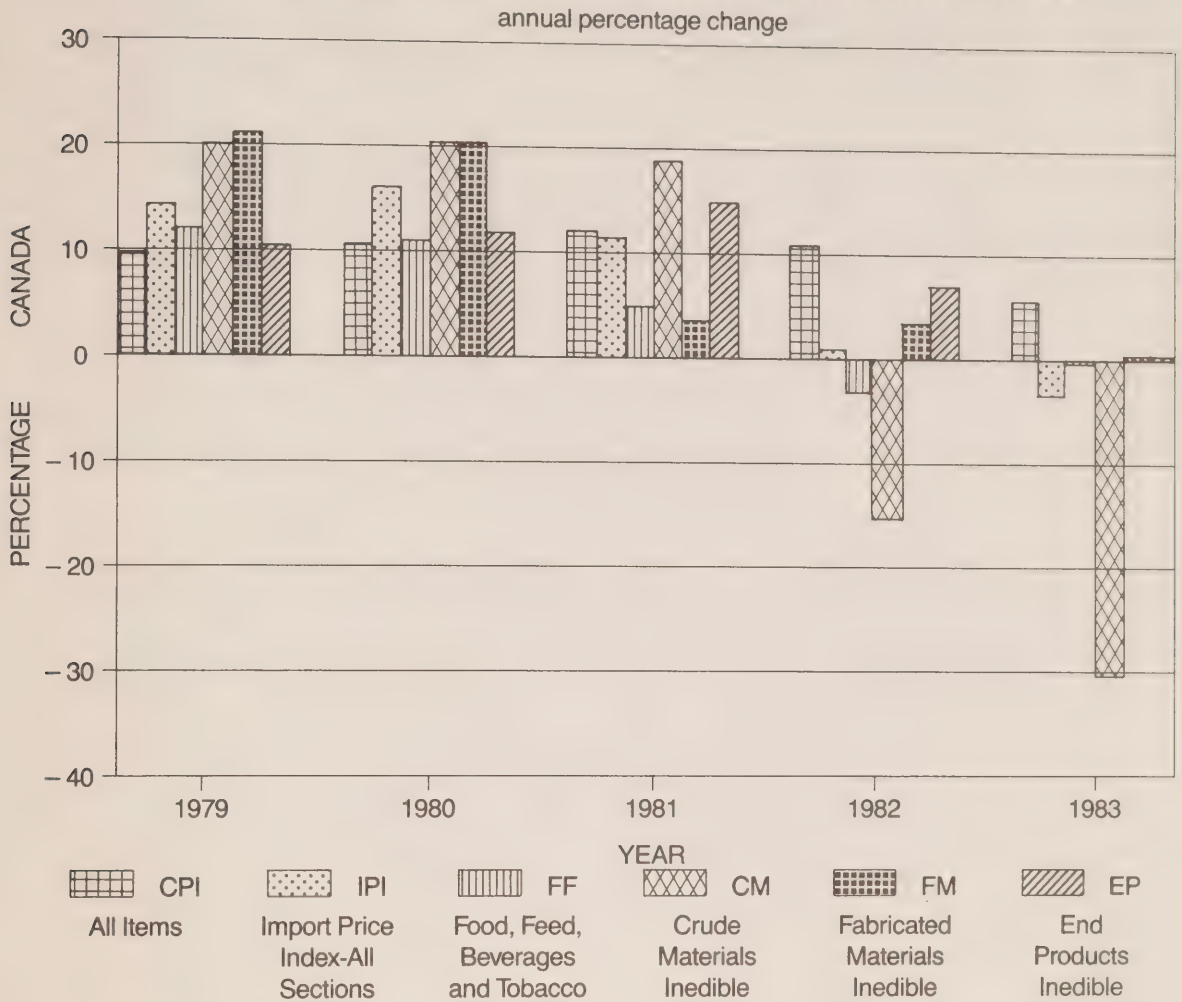
GRAPH 8 NOTES

- . The Import Price Indexes are only available for Canada as a whole.
- . The data are calculated from trade statistics and from other Canadian and foreign sources of information.
- . The data are not compiled from the same sources as the CPI and do not represent a similar basket of commodities.
- . Recent figures are subject to revision.
- . Examples of commodities included in various sections of the Import Price Index are:
 - Food, Feed, Beverages and Tobacco - fresh fruit
 - Crude Materials Inedible - coal
 - Fabricated Materials Inedible - textiles
 - End Products Inedible - office machines and equipment.
- . The Live Animals Section of the Import Price Index has not been shown here.

Source: Statistics Canada, Summary of External Trade, (65-001).
Statistics Canada, Consumer Prices and Price Indexes, (62-010) and CANSIM.

GRAPH 8

CONSUMER AND IMPORT PRICE INDEXES

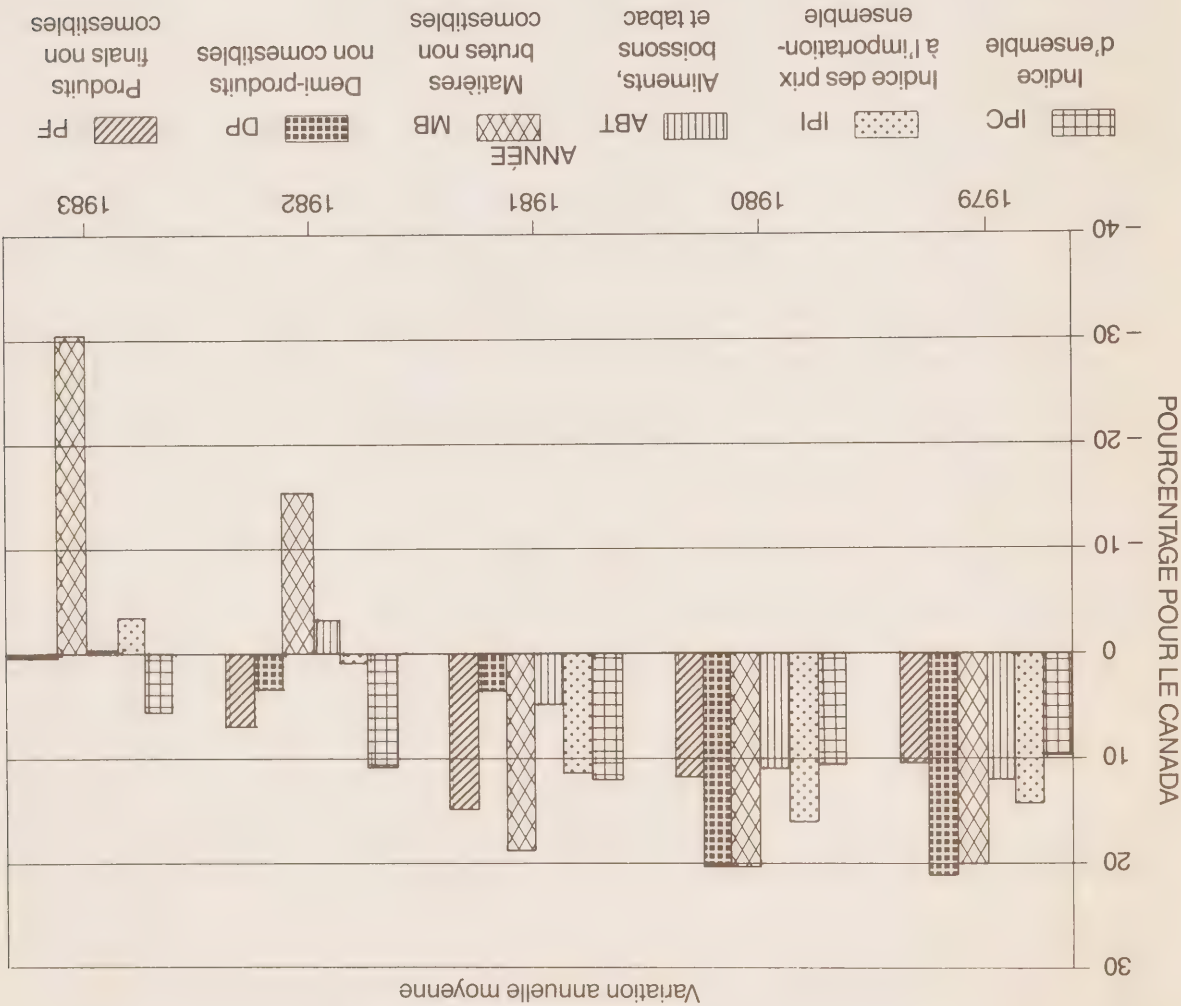


CONSUMER AND IMPORT PRICE INDEXES (CANADA)

Item	Annual Percentage Change				
	1979	1980	1981	1982	1983
Consumer Price Index All Items	9.2	10.2	12.5	10.8	5.8
Import Price Index All Sections	14.1	16.8	11.5	1.7	-3.5
Food, Feed, Beverages and Tobacco	12.6	10.8	4.9	-3.6	-0.3
Crude Materials Inedible	20.0	20.9	18.8	-15.3	-31.5
Fabricated Materials Inedible	21.9	20.7	3.7	3.6	0.1
End Products Inedible	10.6	11.9	14.8	6.7	0.4

INDICES DES PRIX À LA CONSOMMATION ET À L'IMPORTATION

GRAPHIQUE 8



INDICES DES PRIX À LA CONSOMMATION ET À L'IMPORTATION (CANADA)

Article	1979	1980	1981	1982	1983
Variations annuelles en pourcentage					

Indice d'ensemble des prix à la consommation	9,2	10,2	12,5	10,8	5,8
Indice d'ensemble des prix à l'importation	14,1	16,8	11,5	1,7	-3,5
Aliments, boissons et tabac	12,6	10,8	4,9	-3,6	-0,3
Matières brutes non comestibles	20,0	20,9	18,8	-15,3	31,5
Demi-produits non comestibles	21,9	20,7	3,7	3,6	0,1
Produits finals non comestibles	10,6	11,9	14,8	6,7	0,4

Remarques concernant le graphique 8

- Les indices des prix à l'importation ne sont disponibles qu'à l'échelle nationale du Canada.

- Les données sont tirées de statistiques commerciales et d'autres sources d'information canadiennes et étrangères.

- Les données ne sont pas tirées des mêmes sources que l'IPC et ne représentent pas le même panier de consommation.

- Les chiffres récents sont sujets à changement.

- Voici quelques exemples des produits figurant dans les diverses sections de l'indice des prix à l'importation:

Aliments, boissons et tabac - fruits frais
Matières brutes non comestibles - charbon
Demi-produits non comestibles - textiles
Produits finaux non comestibles - machines et équipement de bureau

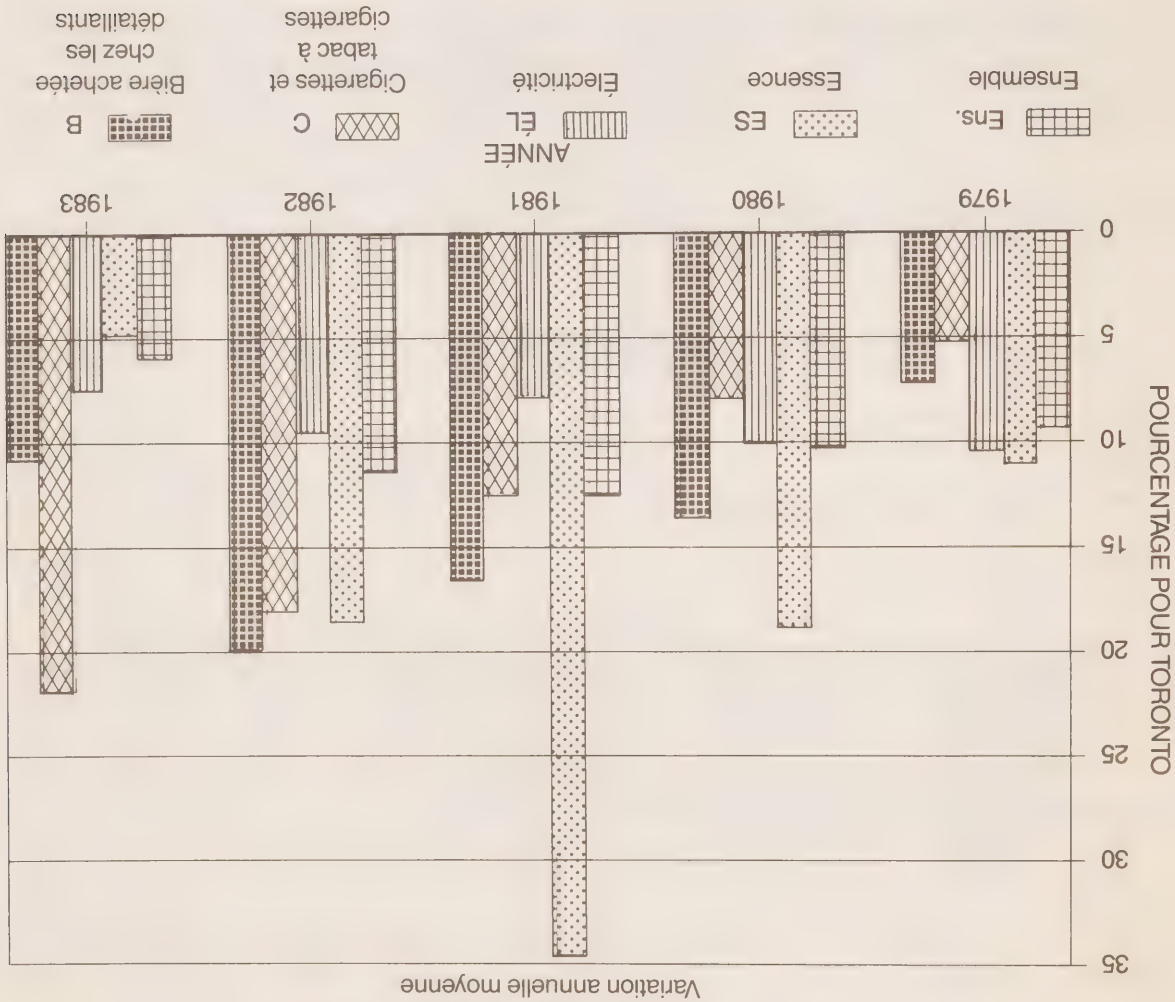
- La section Animaux vivants de l'indice des prix à l'importation ne figure pas dans le présent document.

Sources:

Sommaire du commerce extérieur (65-001), Statistique Canada.
Prix à la consommation et indices des prix (62-010) Statistique Canada et CANSIM

GRAPHIQUE 7

IPC — ARTICLES CHOISIS



INDICE DES PRIX À LA CONSOMMATION: ARTICLES CHOISIS (TORONTO)

Variations annuelles en pourcentage

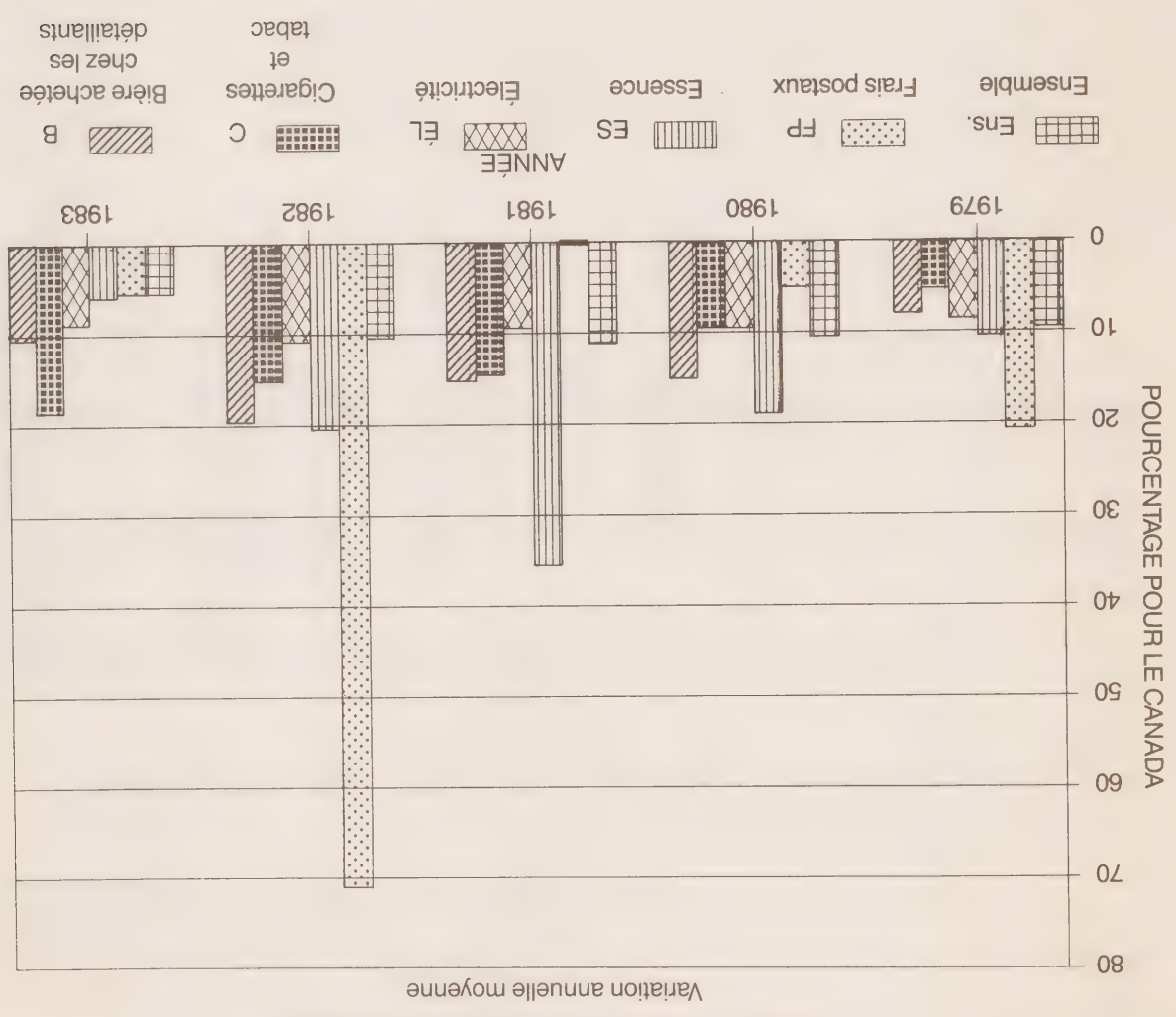
Eléments	1979	1980	1981	1982	1983
Ensemble	9,2	10,2	12,5	11,3	6,0
Essence	11,0	18,9	34,6	18,5	4,8
Electricité	10,5	10,0	7,8	9,4	7,6
Cigarettes et tabac à cigarettes	5,1	7,9	12,5	18,0	22,2
Bière achetée chez les détaillants	7,2	13,6	16,6	19,9	10,8

Remarques concernant le graphique 7

- Les données concernent une série d'articles soumis à une réglementation.
- Ces données sont également disponibles pour Ottawa et Thunder Bay.
- Les pourcentages indiqués sont calculés à partir des indices annuels moyens.

Sources: Prix à la consommation et indices des prix (62-010), Statistique Canada et CANSIM.

GRAPHIQUE 6
IPC — ARTICLES CHOISIS



INDICE DES PRIX À LA CONSOMMATION: ARTICLES CHOISIS (CANADA)

Variations annuelles en pourcentage

Éléments	1979	1980	1981	1982	1983
Ensemble	9,2	10,2	12,5	10,8	5,8
Frais postaux	20,4	5,0	0,0	72,6	5,7
Essence	10,4	18,9	36,1	21,4	6,1
Electricité	8,7	9,3	8,8	11,4	8,6
Cigarettes et tabac à cigarettes	5,2	9,2	14,0	15,5	17,9
Bière achetée chez les détaillants	7,8	14,5	15,3	19,6	11,0

Remarques concernant le graphique 6

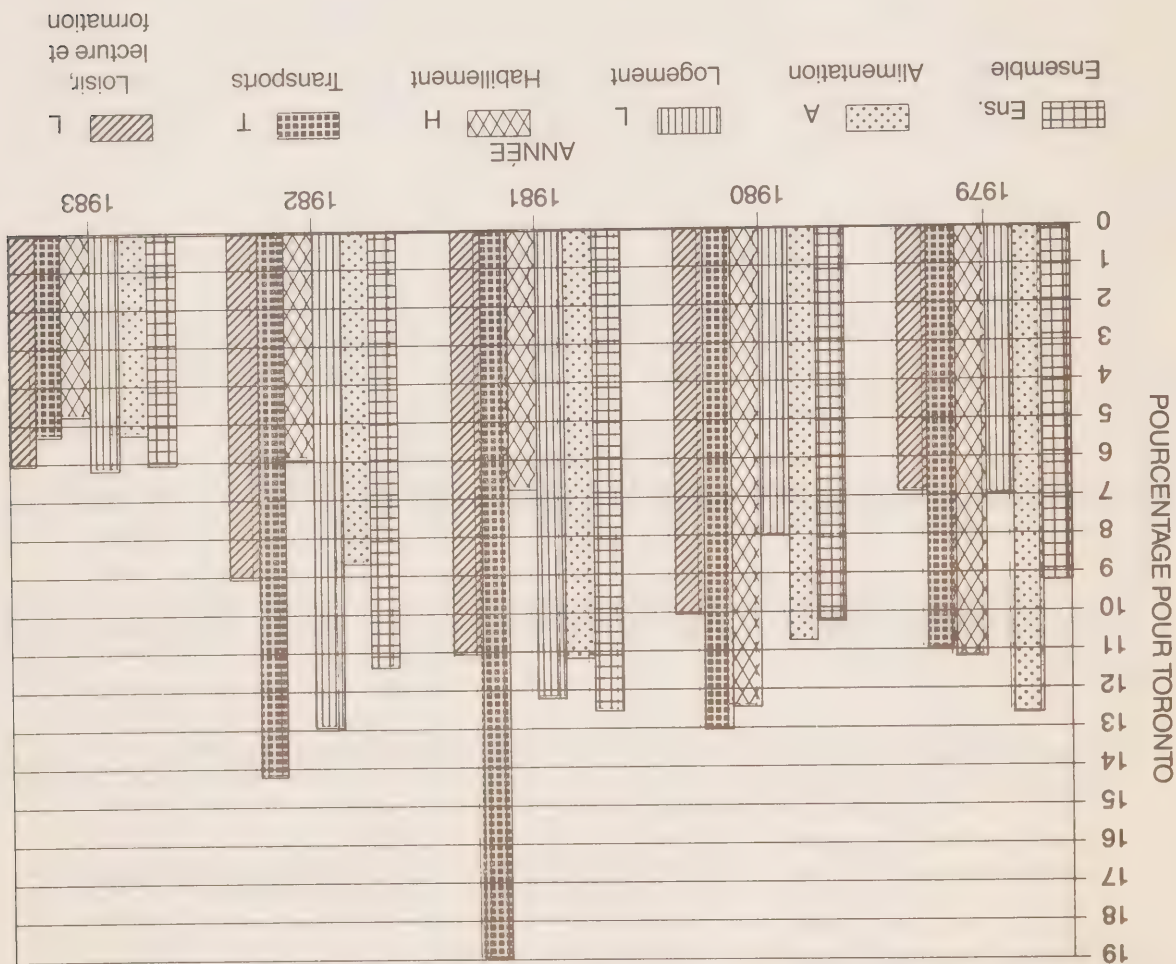
- Les données concernent une série d'articles soumis à une réglementation.
- Les pourcentages indiqués sont calculés à partir des indices annuels moyens.

Sources: Prix à la consommation et indices des prix (62-010), Statistique Canada et CANSIM.

GRAPHIQUE 5

IPC — ÉLÉMENTS PRINCIPAUX CHOISIS

Variation annuelle moyenne en pourcentage



INDICE DES PRIX À LA CONSOMMATION:
ÉLÉMENTS PRINCIPAUX CHOISIS (TORONTO)

Variations annuelles en pourcentage

Éléments	1979	1980	1981	1982	1983
Ensemble	9,2	10,2	12,5	11,3	6,0
Alimentation	12,6	10,7	11,1	8,6	5,2
Logement	6,9	7,9	12,2	12,9	6,1
Habillement	11,1	12,4	6,7	5,9	4,7
Transports	10,9	13,0	18,9	14,1	5,2
Loisirs, lecture et formation	6,8	10,0	11,0	9,0	6,0

Remarques concernant le graphique 5

- Les éléments principaux choisis comptent pour 90,9 p. 100 de l'indice d'ensemble.
- Les autres éléments principaux qui ne figurent pas dans le présent document sont Santé et Soins personnels et Tabac et Alcool.
- Ces données sont également disponibles pour Ottawa et Thunder Bay.
- Les pourcentages indiqués sont calculés à partir des indices annuels moyens.

Sources: Prix à la consommation et indices des prix, Statistique Canada et CANSIM.

GRAPHIQUE 4



INDICE DES PRIX À LA CONSOMMATION:

Variations annuelles en pourcentage

Year	Canada	Toronto	Ottawa	Thunder Bay
1979	9,2	9,2	8,9	8,8
1980	10,2	10,2	9,6	9,8
1981	12,5	12,5	11,9	11,7
1982	10,8	11,3	9,9	10,4
1983	5,8	6,0	6,7	6,1

Remarques concernant le graphique 4

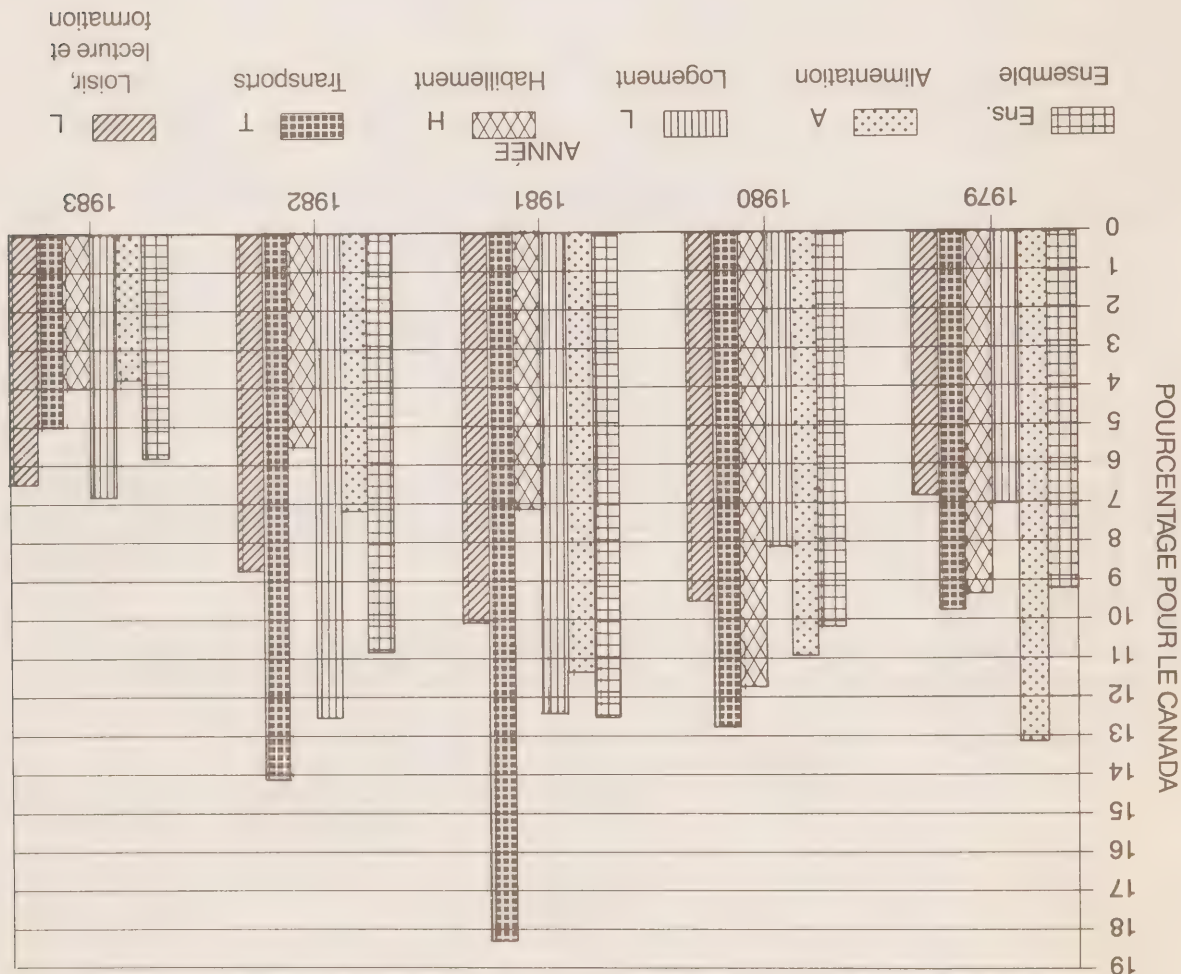
- On a calculé l'indice des prix à la consommation pour les trois villes suivantes de l'Ontario: Toronto, Ottawa et Thunder Bay.
- Les données indiquent des variations de prix dans chacune des villes au cours des années, mais elles ne doivent pas être interprétées en tant qu'écart de prix entre les villes.
- On a calculé les pourcentages à partir de l'indice annuel moyen.

Source: Prix à la consommation et indices des prix, (62-010), Statistique Canada et CANSIM

GRAPHIQUE 3

IPC — ÉLÉMENTS PRINCIPAUX CHOISIS

Variation annuelle moyenne en pourcentage



INDICE DES PRIX À LA CONSOMMATION:
ÉLÉMENTS PRINCIPAUX CHOISIS (CANADA)

Variations annuelles en pourcentage

Éléments	1979	1980	1981	1982	1983
Ensemble	9,2	10,2	12,5	10,8	5,8
Alimentation	13,1	10,9	11,4	7,2	3,7
Logement	7,0	8,1	12,4	12,5	6,8
Habillemeent	9,3	11,7	7,1	5,6	4,0
Transports	9,7	12,8	18,3	14,1	5,0
Loisirs, lecture et formation	6,8	9,5	10,1	8,7	6,5

Remarques concernant le graphique 3

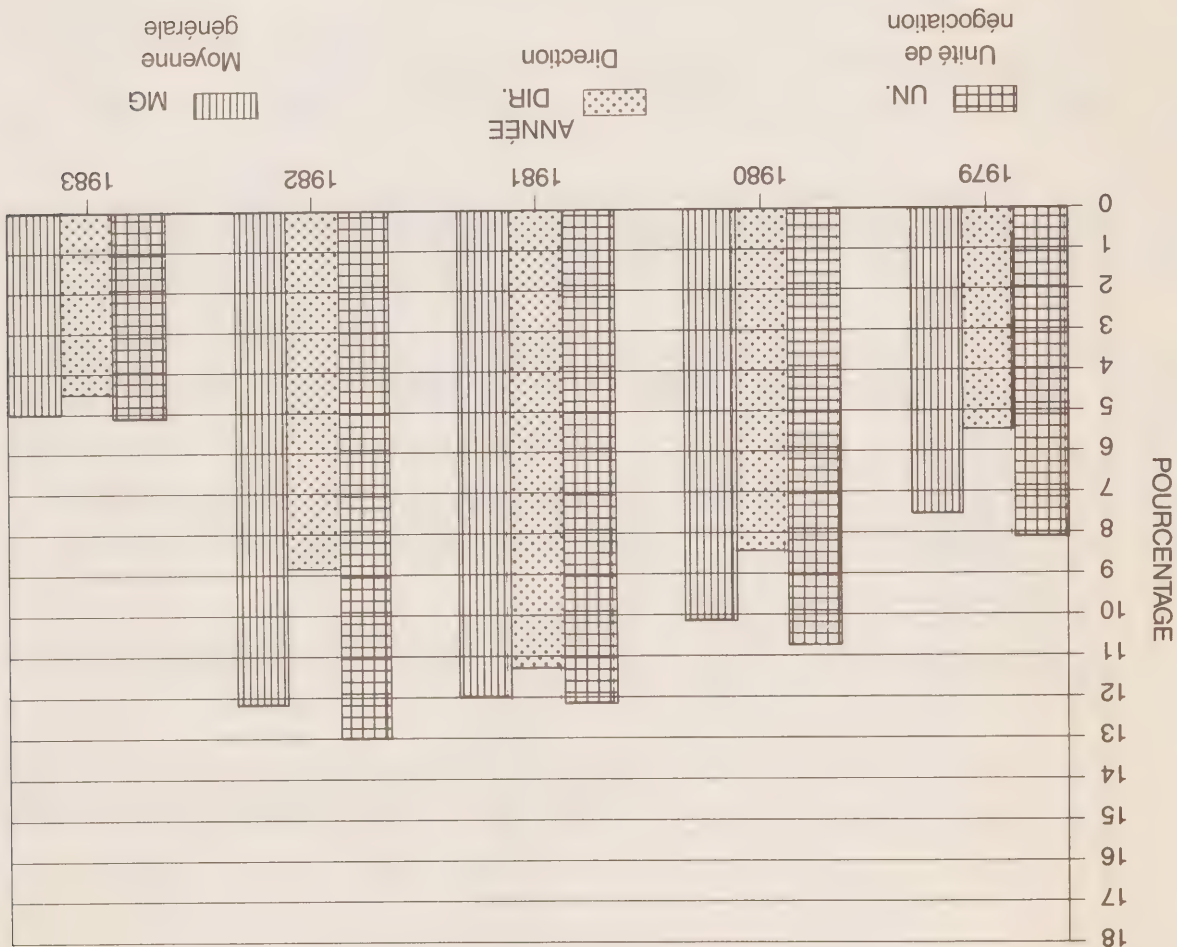
- Les éléments principaux choisis représentent 90,9 p. 100 de l'indice d'ensemble.
- Les autres éléments principaux qui ne figurent pas dans le présent document sont Santé et Soins personnels et Tabac et Alcool.
- On a calculé les pourcentages à partir des indices annuels moyens.

Sources: Prix à la consommation et indices des prix, (62-010), Statistique Canada et CANSIM (banque électronique de données sous forme lisible par machine avec système d'extraction de Statistique Canada)

GRAPHIQUE 2

HAUSSES SALARIALES MOYENNES DANS LA FPO

FONCTION PUBLIQUE DE L'ONTARIO



HAUSSES SALARIALES MOYENNES : FONCTION PUBLIQUE DE L'ONTARIO

Variations annuelles en pourcentage

Fonction publique de l'Ontario	1979	1980	1981	1982	1983
Unité de négociation	8,1	10,7	12,1	13,0	5,1
Direction	5,5	8,4	11,3	8,8	4,5
Moyenne générale	7,6	10,1	12,0	12,2	5,0

Remarques concernant le graphique 2

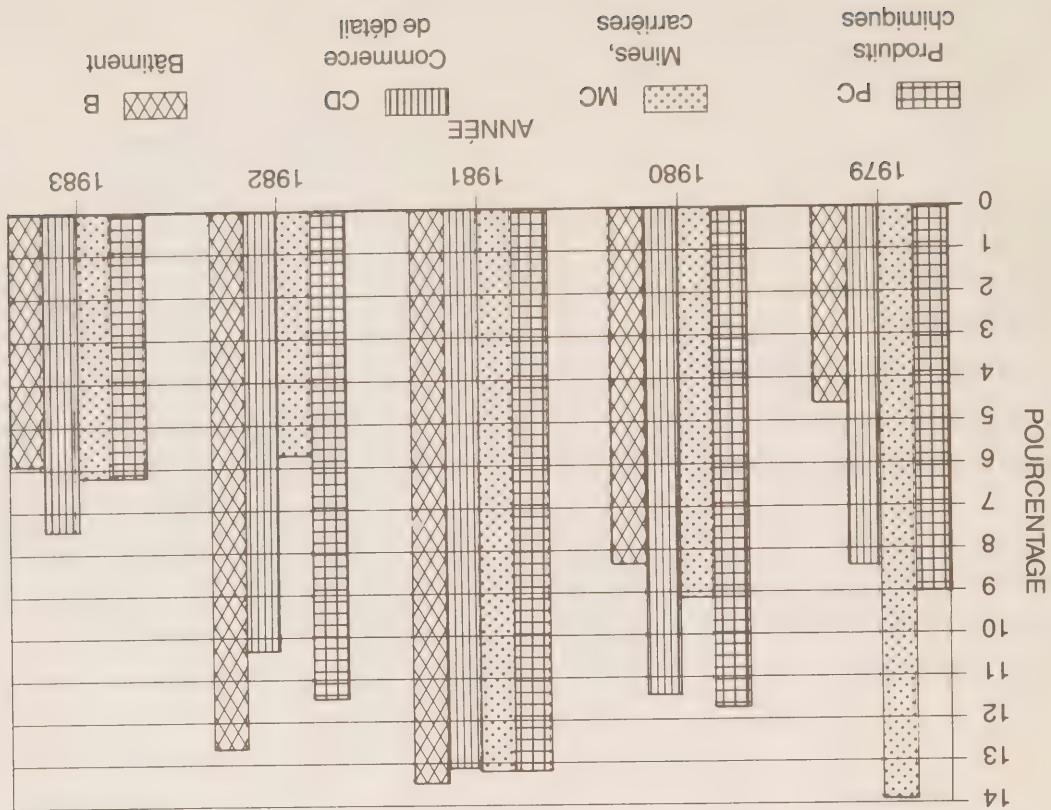
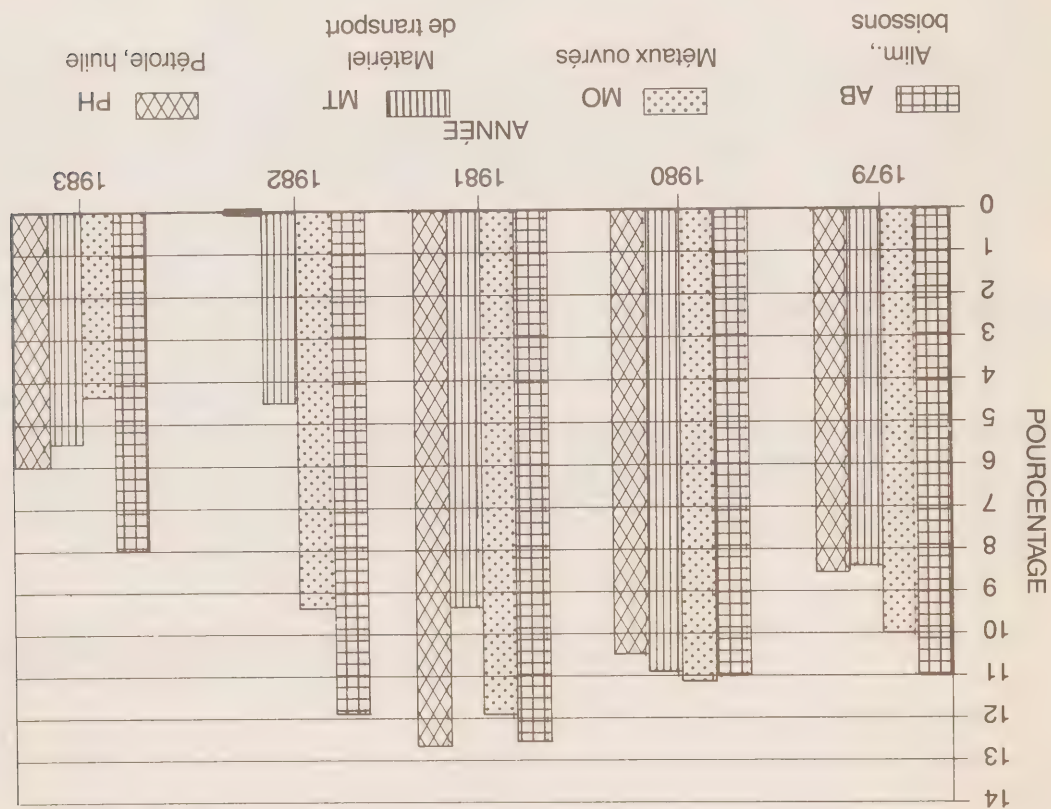
- On obtient le taux moyen de hausse salariale de la fonction publique de l'Ontario en divisant le total des salaires au taux normal par le nombre total d'employés classifiés. Les données indiquent les hausses pour une année sans tenir compte du mois où les taux ont été changés. Le salaire des hauts fonctionnaires ne figure pas dans ce tableau.
- En 1980, certaines catégories d'unité de négociation avaient des contrats de 15 mois.

Source: Commission de la fonction publique de l'Ontario.

GRAPHIQUE 1

ENTENTES SALARIALES: SECTEUR PRIVÉ

CONVENTIONS SANS IVC



Remarques concernant le graphique 1

- Les données proviennent de conventions collectives regroupant plus de 200 travailleurs de l'Ontario.

- Les variations annuelles en pourcentage indiquées sur le tableau sont calculées à partir des taux de salaire de base; les hausses provenant de l'indemnité de vie chère ne sont pas prises en considération dans ces données. De plus, ces chiffres ne représentent pas nécessairement les hausses moyennes concernant toute l'unité de négociation.

- Les taux de salaire de base concernent la classification la plus basse de la main-d'oeuvre non qualifiée. Dans les autres cas, on utilise le taux de salaire de la classification recevant le plus faible salaire.

- Les définitions des industries sont tirées de la Classification des activités économiques (1970).

Source: Wàge Developments in Collective Bargaining Settlements in Ontario, ministère du Travail de l'Ontario.

ENTENTES SALARIALES DANS CERTAINES INDUSTRIES DU SECTEUR PRIVE (CONVENTIONS SANS IVC)

Variations annuelles en pourcentage

Industries 1979 1980 1981 1982 1983

Aliments, boissons	11,0	11,0	12,6	11,9	8,0
Métaux ouvrés	10,0	11,2	11,9	9,4	4,4
Matériel de transport	8,4	10,9	9,4	4,5	5,5
Pétrole, huile	8,6	10,5	12,7	-1	6,0
Produits chimiques	9,0	11,8	13,2	11,5	6,1
Mines, carrières	13,9	9,12	13,2	5,7	6,1
Commerce de détail	8,4	11,5	13,1	10,3	7,5
Bâtiment	4,6	8,3	13,4	12,6	5,9

1 Aucune entente rapportée en 1982

2 Entente portant sur l'indemnité de vie chère

ANNEXE 4

SOMMAIRE DE L'ÉVOLUTION DES SALAIRES ET DES PRIX

Introduction aux tableaux récapitulatifs

L'article 33 de la loi sur la limitation de l'inflation exige que la Commission contrôle la tendance de l'évolution des prix et des salaires du secteur privé. Pour s'acquitter de cette tâche, la Commission a examiné les renseignements recueillis par les organismes des gouvernements fédéral et ontarien.

La Commission a retenu parmi les renseignements disponibles ceux qui, selon elle, font apparaître l'évolution des salaires et des prix durant la période de cinq ans qui s'est écoulée de 1979 à 1983. À titre de comparaison, l'étude a porté sur l'évolution des salaires tant dans le secteur public que dans le secteur privé. Des tableaux illustrant les tendances les plus significatives de l'évolution des prix et des salaires ont été préparés et figurent à la présente annexe.

Comme il y a de nombreux facteurs qui entrent en jeu lorsqu'on établit un rapport sur l'évolution des prix et des salaires, il faut également prêter attention aux remarques qui accompagnent chacun des tableaux.

FORMULES ÉMISES PAR LA COMMISSION DE LIMITATION DE L'INFLATION

ANNEXE 3

Formule IRB-01	Rapport sur les programmes de rémunération
Formule IRB-02	Demandes présentées à la Commission - Rémunération
Formule IRB-03	Rapport de l'expert-comptable
Formule IRB-04	Réponse à la demande concernant la rémunération présentée à la Commission
Formule IRB-05	Réponse à la présentation de l'enquête au sujet de la demande concernant la rémunéra- tion présentée à la Commission

ANNEXE 2

PERSONNEL DE LA COMMISSION DE L'INFLATION

Directeur général	D.R. Peebles
Coordonnateur général, Contrôle	E.D. Greated
Directeur des activités	P.L. Weingarden
Coordonnateur, Analyse des salaires	E.A. McKee
Analyste principal des salaires	O.P. Carroll
Coordonnateur, Information	C.M. Chesney
Coordonnateur, Planification	D.P. Edwards
Chef, Communications	J. Franke
Analyste principal des salaires	C.R. Hillier
Secrétaire de la Commission	J.W. Irvine
Analyste principal des salaires	J.E. Laberge
Coordonnateur des activités	P. Lam
Analyste principal des salaires	K.A. Lewis
Coordonnateur, Soutien administratif	W. Tumasz
Superviseur, Correspondance	S. Cameron
Préposé au courrier	P.K. Forrest
Analyste, Planification	R.G. Harbick
Opérateur, machine de traitement de texte	H.D. Harris-Atamaniuk
Préposé aux communications	S. Hui
Opérateur, saisie des données	A. Jamnick
Réceptionniste	C.T. Juopert
Secrétaire	H.M. McLafferty
Secrétaire	S.E. Morrison
Agent d'information	A.M. Natalizio
Secrétaire	D.M. Paterson

MEMBRES DE LA COMMISSION DE LIMITATION DE L'INFLATION

ANNE XE I

Président

John L. Biddell, F.C.A.

Vice-président

William A.B. Anderson

Membres

John S. Dewar

Marnie Paikin

Max Saltzman

David L. Tough

ANNEXES

Annexe 1	Membres de la Commission de limitation de l'inflation	21
Annexe 2	Personnel de la Commission de limitation de l'inflation	23
Annexe 3	Formules émises par la Commission de limitation de l'inflation	25
Annexe 4	Sommaire de l'évolution des salaires et des prix	27

REMERCIEMENTS

- 17 -

La Commission a eu besoin de l'aide et de la collaboration d'un grand nombre de personnes et d'organisations pour remplir ses obligations tout au long de l'année. La Commission reconnaît sa dette envers tous ceux qui l'ont aidée et elle les en remercie.

La Commission tient en particulier à remercier les administrateurs de programmes de rémunération et les employés qui l'ont aidée à appliquer la loi sur la limitation de l'inflation, les ministres, les municipalités et autres organismes publics qui lui ont fourni les renseignements nécessaires et les ministères qui ont autorisé des membres de leur personnel à participer aux travaux de la Commission.

En outre, la Commission remercie sincèrement l'Institut des comptables agréés de l'Ontario et ses membres qui l'ont aidée à faire respecter la loi.

La Commission est également redevable envers la Direction des services de statistique du ministère du Trésor et de l'Économie pour les conseils techniques sur les données relatives aux prix et aux salaires, et envers le Bureau des services juridiques de ce ministère pour ses conseils et son aide. La Commission remercie également le ministère du Revenu d'avoir distribué les formules de la Commission par l'intermédiaire de ses 31 bureaux régionaux de l'évaluation.

Enfin, la Commission tient à remercier son personnel pour son dévouement et son appui tout au long de l'année.

RAPPORT DES ACTIVITÉS CONCERNANT LA PARTIE IV
DE LA LOI SUR LA LIMITATION DE L'INFLATION

CONTRÔLE DU SECTEUR PRIVÉ

La Commission a mis en oeuvre un programme de contrôle de l'évolution des prix et des salaires dans le secteur privé de l'Ontario, conformément aux exigences de la partie IV de la loi.

Afin d'aider le public à comprendre le processus inflationniste, la Commission a pris deux décisions fondamentales lorsqu'elle a abordé cet aspect de son mandat. Premièrement, elle a décidé qu'une période de plusieurs années serait nécessaire pour faire apparaître une forme ou une tendance dans l'évolution des prix et des salaires. Par conséquent, la Commission a essayé d'esquisser l'évolution des prix et des taux de salaires de 1979 à 1983, le point de départ étant l'année suivant la fin du programme fédéral de lutte contre l'inflation.

Deuxièmement, afin de donner une perspective réelle au processus inflationniste, la Commission a décidé que l'analyse des prix et des salaires devrait s'appliquer tant au secteur public qu'au secteur privé de l'Ontario.

La Commission a effectué une étude et une évaluation des différentes sources des données disponibles et a réuni et classifié ces données d'après les spécifications mentionnées ci-dessus. Le sommaire des résultats obtenus par ce procédé figure à l'Annexe 4.

RAPPORT DES ACTIVITÉS CONCERNANT LA PARTIE III
DE LA LOI SUR LA LIMITATION DE L'INFLATION
PRIX RÉGLEMENTÉS

En vertu de la partie III de la loi, le ministre de la Consommation et du Commerce a fixé des critères économiques selon lesquels toute augmentation des prix, frais ou droits d'utilisateurs, imposée par un organisme public ou autorisée par un organisme public de réglementation, serait examinée.

La loi permet au Ministre d'adresser à la Commission toute proposition d'augmentation de prix rentrant dans le cadre de la loi. Une fois la proposition d'augmentation adressée à la Commission, celle-ci doit l'analyser et indiquer au Ministre si elle répond aux critères. Si la Commission juge que l'augmentation n'est pas conforme aux critères, le Ministre peut lui demander de fixer l'augmentation maximum permise par la loi.

Au cours de l'année, un cas a été adressé à la Commission par le Comité interministériel sur les prix réglementés, dont le ministre du Commerce et de la Consommation est président. On a demandé à la Commission, aux termes de l'article 27 de la loi, de procéder à une enquête et de faire un rapport au ministre sur l'approbation d'une hausse des tarifs de Northern and Central Gas par la Commission de l'énergie de l'Ontario. La Commission a examiné la hausse proposée d'après les critères économiques établis et a présenté ses conclusions au ministre. La décision du Comité est indiquée dans le rapport du ministre sur le programme de limitation des prix réglementés⁽¹⁾ présenté à l'Assemblée législative le 15 février 1984.

TABEAU VI
SERVICE DE RENSEIGNEMENTS TÉLÉPHONIQUE

Sujet de l'appel		Pourcentage du total des appels
Interprétation du programme		57
Renseignements concernant les formules de la CLI		17
Renseignements généraux ou divers		14
Renseignements concernant les cas présentés à la Commission		12
		100 %

TABLEAU V
DÉCISIONS DE LA COMMISSION DE LIMITATION DE L'INFLATION

Nature de la décision et référence légale s'il y a lieu		Nombre de décisions / ordonnances
<ul style="list-style-type: none">● Détermination de la date de renouvellement ou d'expiration des programmes de rémunération (Alinea 4(b) ou alinea 8(3)(c))● Autorisation d'augmentation des taux de rémunération durant l'année préparatoire à la transition (Sous-alinea 10 (b)(i))● Demandes d'approbation des programmes de rémunération des employés promus à des postes différents ou comportant davantage de responsabilités (Alinea 12(5)(g))● Détermination des augmentations des taux de rémunération durant l'année transitoire (Alinea 14(1)(a))● Détermination de la valeur à accorder aux modifications proposées en ce qui concerne les modalités des programmes de rémunération (Alinea 14(1)(b))● Demandes d'approbation des modifications des modalités des programmes de rémunération qui ne sont pas incluses dans les conventions collectives (Paragraphe 14(2))● Révision de la décision d'un administrateur de ne pas se prévaloir entièrement de son droit d'accorder une augmentation de 1 000 \$ aux employés dont le salaire annuel est égal ou inférieur à 20 000 \$ (Paragraphe 14(3))● Demandes présentées à la Commission pour qu'elle recommande au Lieutenant-gouverneur en conseil que certains employés soient dispensés de l'application de la partie II de la loi (Paragraphe 17(5))● Détermination du programme de rémunération qui était en vigueur au 21 septembre 1982● Demandes d'approbation d'augmentations des taux de rémunération dépassant celles prévues par la loi● Demandes d'approbation de programmes d'encouragement pour faciliter la retraite anticipée● Demandes d'interprétation de la loi et des règlements● Ordonnances		
TOTAL		655

TABLEAU II

EMPLÓYÉS AU SERVICE DES PRINCIPAUX GROUPES
D'ADMINISTRATEURS DE PROGRAMMES DE RÉMUNÉRATION

PRINCIPAUX GROUPES D'ADMINISTRATEURS DE PROGRAMMES DE RÉMUNÉRATION		NOMBRE D'EMPLÓYÉS
Assemblée législative		562
Couronne		115 826
Éducation		222 543
Santé		178 278
Services sociaux et communautaires		23 619
Services correctionnels		2 288
Municipalités		140 023
TOTAL		683 139

PRINCIPAUX GROUPES D'ADMINISTRATEURS DE PROGRAMMES
DE RÉMUNÉRATION

TABLEAU I

3	ASSEMBLÉE LÉGISLATIVE Y compris le président, l'ombudsman et le vérificateur de la province.
92	COUROSNE DU CHEF DE L'ONTARIO Y compris la fonction publique, les employés des divers organismes, conseils et commissions de la province et les juges
254	ÉTABLISSEMENTS D'ENSEIGNEMENT Y compris les universités, collèges communautaires et conseils scolaires
986	SERVICES DE SANTÉ Y compris les hôpitaux, les conseils de santé, les centres de soins infirmiers, les ambulances et les laboratoires
966	ORGANISMES DE SERVICES SOCIAUX ET COMMUNAUTAIRES Y compris les foyers pour personnes âgées, les établissements pour enfants et les centres pour déficients mentaux.
109	ORGANISMES DE SERVICES CORRECTIONNELS Y compris les employés des organismes d'aide aux victimes et aux témoins, d'éducation et de surveillance et les services d'hébergement communautaire.
1 431	MUNICIPALITÉS ET ORGANISATIONS CONNEXES Y compris les municipalités, les commissions d'électricité, les conseils de bibliothèques, les conseils des commissaires de police et les autorités responsables de la protection de la nature et des loisirs.
3 841	TOTAL

Au lieu de faire appel à des vérificateurs au service de la Commission, celle-ci a envisagé de confier la surveillance du respect de la loi aux experts-comptables qui effectuent régulièrement la vérification des états financiers de tous ceux qui sont assujettis à la loi. Afin d'étudier la faisabilité de cette méthode, la Commission a engagé des discussions avec l'Institut des comptables agréés de l'Ontario. À la suite de ces discussions, l'Institut et la Commission ont élaboré une procédure qui leur convenait à tous deux.

Selon cette méthode, l'expert-comptable de chaque administrateur devait effectuer certains examens et en communiquer les résultats d'une manière définie à l'avance. Tout cas susceptible de ne pas être conforme à la loi serait enregistré et poursuivi par la Commission avec l'administrateur concerné. Pour que cet examen puisse être effectué le plus économiquement et le plus efficacement possible, il devait coïncider, autant que possible, avec la vérification financière habituelle de chaque administrateur. Cette méthode de surveillance est décrite, en détails, dans une directive préparée par l'Institut et transmise à ses membres.

Au cours de l'année, la formule IRB-03 a été envoyée à chaque administrateur de programmes de rémunération. L'administrateur devait demander à son expert-comptable de remplir cette formule qui devait ensuite être renvoyée à la Commission. D'après les formules reçues durant la période que couvre ce rapport, il semble que la loi ait été largement respectée.

Quatre-vingt-dix-huit pour cent des personnes qui ont téléphoné ont reçu une réponse immédiate à leurs questions; en ce qui concerne les autres, les questions ont été notées et les réponses données ultérieurement. Les sujets des appels au service de renseignements téléphonique sont énumérés au tableau VI.

En plus des demandes de renseignements par téléphone, la Commission a reçu 3190 lettres durant l'année et y a répondu. Les questions soulevées étaient sensiblement les mêmes que celles adressées au service de renseignements téléphonique. Dans tous les cas, le personnel a fait une distinction entre les demandes d'interprétation de la loi ou les demandes qui nécessitaient une décision de la Commission et celles qui portaient sur des questions de fait. Les premières ont été adressées à la Commission avant qu'on y réponde.

Afin de tenir les parties intéressées au courant des décisions de la Commission, des sommaires des décisions les plus importantes ont été périodiquement préparés et expédiés à quelque 648 organismes dont des associations patronales et syndicales. D'autres exemplaires de ces sommaires ont été expédiés sur demande. Le dossier complet de toutes les décisions et ordonnances a été mis à la disposition du public dans les bureaux de la Commission, et des exemplaires des décisions ont été expédiés aux médias locaux quelques jours après leur notification aux parties directement concernées.

6. Surveillance du respect de la loi

Pour que le programme de limitation de l'inflation puisse atteindre son objectif, il fallait s'assurer qu'il soit respecté. À cette fin, on envisagea la possibilité d'une vérification directe effectuée par du personnel travaillant pour la Commission. Toutefois, à cause du grand nombre d'administrateurs et programmes de rémunération qui sont assujettis à la loi, on jugea que cette méthode ne permettrait la vérification que d'un faible pourcentage d'entre eux. En outre, une telle vérification n'aurait pas été efficace car les vérificateurs n'auraient pas été très au fait des dossiers des organismes faisant l'objet d'une vérification.

Au début du mois de février 1983, le président de la Commission a envoyé une lettre à chaque administrateur de programmes de rémunération. Cette lettre les informait que leurs employés étaient assujettis à la partie II de la loi et elle décrivait, de façon générale, leurs responsabilités aux termes de cette loi. La lettre était accompagnée d'un exemplaire du guide mentionné ci-dessus et de la formule IRB-01, demande de renseignements généraux sur les administrateurs. Ces renseignements ont ensuite été informatisés et constituent la base du fichier permanent de la Commission.

4. Décisions

La loi donne aux administrateurs de programmes de rémunération, aux agents de négociation et, dans certaines circonstances, aux employés le droit de soumettre leurs cas à la décision de la Commission. La loi exige que certains cas soient adressés à la Commission. Dans d'autres cas, la Commission est disponible pour trancher des litiges ou préciser des définitions. Par ailleurs, la Commission est habilitée à émettre des ordonnances pour assurer le respect de la loi.

Le traitement de ces demandes est l'activité à laquelle la Commission a consacré le plus de temps. Au cours de l'année, la Commission a tenu 44 assemblées. Elle a reçu 697 demandes officielles qui ont donné lieu à 624 avis de décision et 13 ordonnances. Si certaines demandes n'ont exigé aucune décision, par contre un certain nombre d'entre elles ont soulevé plus d'une question; par conséquent, le total indiqué est plus élevé que le nombre réel d'avis de décision et d'ordonnances émis. La description des questions soulevées dans les demandes figure au tableau V.

5. Renseignements

Le 21 septembre 1982, date de la première lecture de la loi, le ministre du Trésor et de l'Économie a créé une permanence téléphonique pour répondre aux demandes de renseignements concernant le programme de limitation de l'inflation. La responsabilité de ce service de renseignements fut ensuite confiée à la Commission et il continua à fonctionner durant toute l'année. Ce service reçut au total 12 324 appels, soit une moyenne de 40 appels par jour ouvrable. La journée du 16 février 1983 fut la plus chargée, avec 136 appels téléphoniques.

2. Procédures administratives et interprétations

Presque aussitôt après avoir été légalement constituée, la Commission a reçu un grand nombre de demandes d'interprétation de la loi. En général, ces demandes concernaient des définitions figurant à l'article 4. En conséquence, la Commission a approuvé une série de déclarations qui interprétaient les définitions en les rattachant aux dispositions incluses dans des programmes de rémunération types.

Simultanément, la Commission a déterminé les procédures qui s'appliqueraient au traitement des demandes. À ce titre, l'exigence de conformité aux règles de justice naturelle était d'une importance capitale - ces règles garantissent aux deux parties en litige la possibilité de présenter leur demande et de contester leurs arguments.

Afin de garantir le traitement équitable de tous ceux qui étaient directement concernés par les décisions de la Commission, chaque demandeur devait attester qu'il avait remis un exemplaire de sa demande, ainsi que tous les documents qui l'appuyaient, à l'autre partie intéressée. Des réception d'une demande, la Commission en accusait réception et informait l'autre partie de son droit de réponse. Si la seconde partie décidait de présenter une réponse, la Commission donnait au demandeur la possibilité de la réfuter.

La Commission a élaboré une série de formules pour accélérer ces procédures. Ces formules, ainsi que toutes les autres formules conçues par la Commission pour les besoins du public, sont décrites à l'Annexe 3.

3. Notification

En janvier 1983, la Commission a publié un guide sur le programme ontarien de limitation de l'inflation (I), afin d'aider ceux qui sont touchés par la loi à comprendre les droits et obligations qu'elle confère. C'est un ouvrage de vulgarisation qui décrit la loi et les règlements ainsi que les procédures établies par la Commission pour l'application de la partie II. Les interprétations de la Commission ont également été publiées dans ce guide.

RAPPORT DES ACTIVITÉS CONCERNANT LA PARTIE II
DE LA LOI SUR LA LIMITATION DE L'INFLATION
RÉNUMÉRATION DANS LE SECTEUR PUBLIC

La partie II de la loi sur la limitation de l'inflation a trait aux programmes de rémunération des employés du secteur public de la province. Les activités de la Commission en ce qui a trait à l'application de cette partie de la loi peuvent être réparties de la manière suivante:

- a) elle a dressé une liste complète des administrateurs de programmes de rémunération soumis à la loi;
- b) elle a déterminé les procédures d'application de cette partie de la loi;
- c) elle a informé les administrateurs de programmes de rémunération de leurs responsabilités aux termes de la loi;
- d) elle a tranché les cas qui lui ont été soumis;
- e) elle a communiqué ses décisions et interprétations aux parties concernées; et
- f) elle a surveillé le respect de la loi.

Chacune de ces activités est détaillée ci-après.

1. Portée

L'article 6 de la loi sur la limitation de l'inflation, l'annexe à la loi et certains des règlements établis aux termes de la loi décrivent les organismes dont les employés sont assujettis à la partie II de la loi. Bien que le nom de certains organismes soit mentionné, la majorité d'entre eux sont décrits en fonction de leur structure financière ou organisationnelle ou d'après les services qu'ils fournissent au public.

La Commission a d'abord dressé la liste complète de tous les organismes touchés par la loi. Pour exécuter cette tâche, elle a reçu l'aide des ministères gouvernementaux et des municipalités. À partir de ces sources, la liste complète des administrateurs de programmes de rémunération a été dressée. Les tableaux I à IV donnent de plus amples renseignements sur ces administrateurs.

- 2) conseiller le ministre de la Consommation et du Commerce, lorsqu'il le demande, sur les propositions de modification des prix réglementées conformément à la partie III de la loi; et
 - 3) contrôler l'évolution des prix et des salaires du secteur privé en Ontario, et sensibiliser l'opinion publique au processus inflationniste conformément à la partie IV de la loi.
- Les paragraphes suivants du présent rapport rendent compte des activités relatives à chacune de ces tâches.

INTRODUCTION

La Commission de limitation de l'inflation a été créée le 15 décembre 1982, lorsque la sanction royale a été accordée à la loi de l'Assemblée législative de la province de l'Ontario concernant la limitation de la rémunération dans le secteur public de l'Ontario et le contrôle des conditions inflationnistes dans l'économie de la province(1). Le titre abrégé de la loi est la loi de 1982 sur la limitation de l'inflation(2).

L'article 35 de ladite loi exige que la Commission soumette un rapport annuel de ses activités. Le présent document constitue le premier rapport de la Commission, pour la période allant du 15 décembre 1982 au 14 décembre 1983.

Les dispositions de la loi sont rétroactives à la date de sa première lecture en chambre, c'est-à-dire le 21 septembre 1982. La Commission a commencé à assumer ses responsabilités dès la sanction de la loi.

En termes généraux, les dispositions de la loi concernant la rémunération s'appliquent aux programmes de rémunération d'environ 683 000 employés du secteur public de la province de l'Ontario. Ces employés sont rémunérés selon environ 15 000 programmes distincts qui relèvent de quelque 3 800 administrateurs de programmes de rémunération.

Cette loi porte également sur l'augmentation d'environ 3 000 prix et droits qui sont fixés ou réglementés par la province.

La loi sur la limitation de l'inflation attribue à la Commission trois tâches principales qui sont les suivantes:

- 1) faire appliquer les dispositions concernant la rémunération qui sont prévues à la partie II de la loi;

(1) Act respecting the Restraint of Compensation in the Public Sector of Ontario and the Monitoring of Inflationary Conditions in the Economy of the Province.

(2) Inflation Restraint Act, 1982.

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RAPPORT DE LA COMMISSION DE LIMITATION DE L'INFLATION
POUR LA PÉRIODE ALLANT
DU 15 DÉCEMBRE 1982 AU 14 DÉCEMBRE 1983

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Inflation
Restraint
Board

L'HONORABLE ROBERT G. ELGIE, M.D.
MINISTRE DE LA CONSOMMATION ET DU COMMERCE

MONSIEUR,

Au nom des membres de la Commission de limitation de l'inflation, j'ai le plaisir de présenter notre rapport annuel couvrant la période allant du 15 décembre 1982 au 14 décembre 1983. Conformément à nos obligations aux termes de l'article 35 de la loi de 1982 sur la limitation de l'inflation (Inflation Restraint Act), les activités de la Commission concernant les parties III et IV de la loi sont décrites dans les pages 13 à 16 du rapport ainsi que dans les annexes et autres documents.

Veuillez agréer, Monsieur, l'expression de mes sentiments respectueux.

A handwritten signature in dark ink, appearing to read "J.L. Biddell".

J.L. Biddell, F.C.A.
Président, Commission de limitation
de l'inflation



Inflation
Restraint
Board

L'HONORABLE LARRY GROSSMAN, C.R.
TRÉSORIER DE L'ONTARIO ET MINISTRE DE L'ÉCONOMIE

MONSIEUR,

Au nom des membres de la Commission de limitation de l'inflation, j'ai le plaisir de présenter notre rapport annuel couvrant la période allant du 15 décembre 1982 au 14 décembre 1983. Conformément à nos obligations aux termes de l'article 35 de la loi de 1982 sur la limitation de l'inflation (Inflation Restraint Act), les activités de la Commission concernant la partie II de la loi sont décrites dans les pages 2 à 12 du rapport ainsi que dans les annexes et autres documents.

Je vous prie d'agréer, Monsieur, l'expression de mes sentiments respectueux.

A handwritten signature in dark ink, appearing to read "J.L. Biddell".

J.L. Biddell, F.C.A.
Président, Commission de limitation
de l'inflation

**Rapport de la
Commission de limitation
de l'inflation**

Pour la période

allant du 15 décembre 1982 au 14 décembre 1983

A guide to the Ontario Inflation Restraint Program



**Inflation
Restraint
Board**

January 26, 1983



The Inflation Restraint Act

Copies of the Inflation Restraint Act are available from:

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Toronto

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for Zenith 67-200.)

Copies of the Act are 50 cents each payable to the Treasurer of Ontario.

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For additional copies of this booklet, copies of forms, additional information, see back cover.

Introduction

This booklet is aimed at providing an outline of Ontario's Inflation Restraint Program and the role and activities of the Inflation Restraint Board (IRB). It is not intended as a substitute for the Inflation Restraint Act and the Regulations made under the Act. These latter documents should be consulted for more complete information.

Rather, this booklet is intended to provide advice and direction to public-sector administrators of compensation plans who must take certain action to comply with the Act.

It is also intended to assist public-sector employees and their bargaining agents to understand how the program affects them.

The Inflation Restraint Program places limits on both public-sector wages and provincially-administered prices. In addition, the legislation requires the IRB to monitor inflationary developments in the private sector and to promote public understanding of inflation in general.

J. L. Biddell

Chairman

Inflation Restraint Board

Jan. 28, 1983

Wage Restraint Program

A major part of the Inflation Restraint Program involves controls on the compensation plans of employees in the public and para-public sectors. Compensation has been defined to include all forms of payment, including wages, benefits and perquisites. The legislation fixes the maximum allowable increases in compensation rates for employees. Any enrichment of a benefit package can be made only at the expense of these maximum limits.

Coverage

Compensation restraints, including special provisions for low-income workers and merit-increase restrictions on those at the higher-income levels, apply to employees, appointees and elected persons in the broadly-defined public sector.

Included are those in:

- The provincial legislature (MPPs).
- The Ontario public service, including ministries and agencies of the government and those agencies to which the government appoints a majority of the directors, members or officers.
- Municipal governments, including local boards, authorities, commissions, etc. the members of which are chosen by or under the authority of a municipal council.
- Public educational institutions, including boards of education, universities, colleges, etc.
- Hospitals, including public and private sanatoria, nursing homes, ambulance services, etc.

Reference should be made to the Act, the Schedule to the Act, and the Regulations for a comprehensive listing of those subject to wage controls. The IRB or individual ministries of the government will attempt to contact directly those organizations subject to the Inflation Restraint Act. However, whether an organization is contacted or not, it remains its responsibility to comply with the legislation. Therefore, any organization which receives a majority of its funds from public sources or for any other reason thinks that it may be covered by the legislation and has not been contacted should check with the IRB.

Provisions

All compensation plans, whether established by collective agreement or not, must pass through a 12-month control period.

During each plan's control period:

- Increases in compensation rates are to be five per cent for persons covered

by a collective agreement. For those not covered by such an agreement and at the discretion of the employer, increases may range up to five per cent.

—All low-income workers earning less than \$15,000 per year are to receive a \$750 annual increase and, at the employer's discretion, this may go to a maximum of \$1,000.

—Those earning between \$15,000 and \$20,000 per year and covered by a collective agreement are to receive a wage increase of five per cent; those not covered by such an agreement are to receive a \$750 increase. In both cases, the employer has the discretion to grant raises of up to \$1,000.

—Effective Sept. 21, 1982, no one may receive a merit increase (based on performance, length of service, etc.) to the extent that it raises his or her annual salary beyond \$35,000 and no one earning \$35,000 or more per year may receive any such increase. Persons entitled to both a merit increase and a regular salary increase on the first day that their compensation plan becomes subject to controls may add their merit increase to their existing salary before the economic adjustment is applied as permitted by the Act. If the merit increase takes effect on any other day, the economic adjustment must be applied before the merit increase.

—Bona fide promotions to a different or more responsible position are permitted if normal practice is followed.

Control period

The date on which a compensation plan comes into its control period (increases held to five per cent, etc.) will depend on its expiry or anniversary date falling in the control year, Oct. 1, 1982, to Sept. 30, 1983.

When a compensation plan comes into its control period, it is extended for 12 months and becomes subject to the Act. Essentially, this means that all of the terms and conditions of existing plans remain unchanged except that the wage rates are increased by five or up to five per cent.

Should the parties wish to make changes in the benefit package provided for in a collective agreement, this can be done provided that the monetary value of all the changes in total compensation, including benefits, is no greater than a five per cent increase in the compensation rate only. For compensation plans not covered by a collective agreement, the compensation rate increase may be anything up to a maximum five per cent. If it is proposed to change the benefit package in situations not covered by a collective agreement, the permissible maximum increase in total expenditure may not be exceeded and the change requires the prior approval of the Board.

There are special provisions for collective agreements which expired before Oct. 1, 1982, and where a new agreement had not been signed on or before Sept. 21, 1982. See below.

Chart A

Pre-transitional, transitional and control periods pertaining to compensation plans having various expiry dates.

1

Expired before Oct. 1, 1981. Plan extended to day before anniversary of expiry date in the period Oct. 1, 1981, to Sept. 30, 1982. For this pre-transitional period, IRB authorizes yearly compensation increase. Plan then extended for one year and placed in:

2

Expired between Oct. 1, 1981, and Sept. 30, 1982, inclusive. Plan extended for one year following scheduled expiry date and placed in:

3

Expires between Oct. 1, 1982, and Sept. 30, 1983, inclusive. Plan extended for one year following scheduled expiry date and placed in:

A

One-year transitional period. This period for each plan begins during the transitional year (see Box C). Compensation increases may be up to nine per cent. IRB may be asked to set increase if parties cannot agree. Plan then placed in:

4

Will expire on or after Oct. 1, 1983 (multi-year contract in effect on or before Sept. 21, 1982). Plan will be interrupted on its anniversary during the control year (see Box C) and placed in:

B

One-year control period. This period for each plan begins during the control year (see Box C). Compensation increases limited to five or up to five per cent except for low-income provisions (see Chart B).

C

Transitional year: Is Oct. 1, 1981, to Sept. 30, 1982.
Control year: For plans in Box 5, it is Oct. 2, 1982, to Oct. 1, 1983. For all others, it is Oct. 1, 1982, to Sept. 30, 1983.

All dates here are inclusive.

NOTE: Provisions for lower incomes (see Chart B) apply fully during **both** the transitional period and the control period.

Chart B

Compensation rate increases for lower-income groups during both the transitional period and the control period (excluding increases for length of service, etc.).

Annual income range	Employees covered by a collective agreement		Employees not covered by a collective agreement	
	Minimum increase (mandatory)	Maximum increase (permissive)	Minimum increase (mandatory)	Maximum increase (permissive)
0 to \$15,000	\$750	\$1,000	\$750	\$1,000
\$15,000 to \$20,000	5%	\$1,000	\$750	\$1,000

Expiry dates

The restraint program applies to compensation plans which:

1. Expired before Oct. 1, 1981. These are extended from their expiry date to the same date in the control year (Oct. 1, 1982, to Sept. 30, 1983, inclusive). The IRB must authorize the wage rates for the first part of this period. During the last 12 months prior to the commencement of the control period, the increase must be no more than nine per cent. During the control period, the five or up-to-five per cent provisions will apply.
2. Expired between Oct. 1, 1981, and Sept. 30, 1982, inclusive. These are extended for one year and increases up to a maximum of nine per cent can apply for the period of the extension. If the plan is included in a collective agreement and a settlement cannot be reached, the IRB may be requested to set the compensation rate increase. At the end of this 12-month transitional period, the plan enters the 12-month control period.
3. Expire between Oct. 1, 1982, and Sept. 30, 1983, inclusive. These are extended for one year from expiry date and during this year the plans are in the control period when the five or up-to-five per cent provisions will apply.
4. Are scheduled to expire on or after Oct. 1, 1983 (multi-year agreements). These are interrupted on their anniversary date falling between Oct. 2, 1982, and Oct. 1, 1983, inclusive, and are placed in their 12-month control period when the five or up-to-five per cent provisions will apply.
5. Expired before Oct. 1, 1982, and are covered by an agreement which had been agreed to in writing but not implemented on or before Sept. 21, 1982. These are allowed to proceed, provided the new agreement (in writing) is implemented without change after Sept. 21, 1982. At the end of that year, the 12-month control period commences.

Administration

Administrators of compensation plans

To comply with the procedures established by the IRB, employers and other administrators of public-sector compensation plans must take certain action. This section describes what they must do to fulfill these obligations.

Report on Compensation Plans (Form IRB-01)

Copies of this form are being mailed by the IRB to employers and other compensation plan administrators that have been identified as being covered by the legislation. They must complete the form according to the instructions which accompany it and return it to the IRB. A pre-addressed envelope has been provided. Once this information has been received, the IRB will advise administrators of any further action that they must take.

Every effort has been made to contact all agencies covered by the legislation. However, there may have been omissions.

Any employer or other administrator who feels he or she is covered and who has not received a copy of Form IRB-01 should contact the IRB as indicated on the back cover of this booklet.

Applications to the IRB

The Inflation Restraint Act provides administrators, bargaining agents and, in some cases, individual employees with recourse to the IRB for the resolution of certain matters that are spelled out in the legislation. These may concern collective agreements which must pass through a transitional period and the parties cannot agree on the amount of the increase, proposals involving changes to a benefit package, appeals respecting persons earning less than \$20,000 per year, and others.

Anyone making an application is asked to use the form *Application to the Board—Compensation (Form IRB-02)*. Copies of this form are available from the IRB or from Regional Assessment Offices of the Ministry of Revenue, located in many centres throughout the province. (See back of booklet.)

Other parties to a compensation plan have the right to respond to an application, and IRB procedures require an applicant to certify that a copy of his or her application and other supporting documentation has been made available to the bargaining agent or administrator, as the case may be. The IRB will allow these parties sufficient time to respond and this response must, in turn, be shared with the original applicant. This procedure need not be followed in the case of a joint application made by both parties and, consequently, the IRB can deal with these applications more expeditiously than those initiated by only one party.

The Act states that the IRB may, at its discretion, hold an oral hearing. If, however, it elects not to hold such a hearing, the written information provided by the



Inflation
Restraint
Board

Report on Compensation Plans IRB - 01

INSTRUCTIONS

- To be completed by every Administrator coming under the Inflation Restraint Act.
- If space is insufficient, attach additional pages.
- Retain duplicate for your record.
- Please type or print clearly.
- Refer to enclosed instruction sheet when completing this form.
- This report is to be sent to the Inflation Restraint Board,
P.O. Box GMS 30, Toronto, Ontario, M7A 1N3

SECTION 1

Name and Address				<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;">Reference Number</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">Please print the Month and Day of your Fiscal Year End:</div> <div style="display: flex; justify-content: space-between; width: 100%;">MonthDay</div>			
If name and/or address is not shown or is incorrect, please complete this section							
Name							
Address		Number	Street	City/Town	Province	Postal Code	
Name of person to contact for further information				Title		Telephone Number <small>Area Code</small>	
Name of your Financial Auditor						Telephone Number <small>Area Code</small>	
Address		Number	Street	City/Town	Province	Postal Code	

SECTION 2

Part A	Title of Compensation Plans Covering Elected Officials	Number of Persons	Commencement Date	Expiry Date
A01			Year Month Day	Year Month Day
Part B	Title of Compensation Plans Covering Appointed Officials	Number of Persons	Commencement Date	Expiry Date
B01			Year Month Day	Year Month Day
B02				
B03				

G016 (82 11)

parties will be the only basis on which decisions will be taken. Consequently, the parties should ensure that all relevant facts are set out for the Board in their applications.

Compliance and the role of auditors

To ensure that proposed changes to a compensation plan meet the requirements of the legislation, the IRB will require each administrator to file a report from his or her financial auditor or public accountant attesting to the administrator's compliance with the Act.

Administrators will be supplied with copies of a form *Report of Public Accountant (Form IRB-03)* and it will be each administrator's responsibility to have the auditor or public accountant who normally audits the financial statements of the organization to complete this form and return it to the administrator who, in turn, must send it to the IRB. In some cases, the report will be completed by the Provincial Auditor or a municipal auditor. In others, the responsible auditor will be a private practitioner.

The IRB has consulted with the Institute of Chartered Accountants of Ontario in planning the involvement of the auditors in this program. It should be stressed, however, that the administrator and not the auditor is responsible for ensuring that Form IRB-03 is completed and returned at the required time. The auditor or public accountant at all times acts for and is paid by the administrator and is not an agent of the Board.

In the event that an auditor feels that he or she cannot make the attestation required by the IRB, the Board will follow up on this matter with the administrator to resolve any outstanding matters.

Rules of the Inflation Restraint Board

The Inflation Restraint Board is empowered pursuant to subsection 3(1) of the Inflation Restraint Act to make rules for the conduct and management of its affairs and for the practice and procedures to be observed in matters coming before it.

The Board has made a number of these rules which are printed on the following pages. Please note, however, that the Board may amend or augment these rules at any time. Persons engaged in proceedings before the Board may wish to verify the present state of the rules prior to submitting an application to the Board.

Compensation

Payment

For the purpose of clause 4(d), "payment"

1. includes, without limiting the generality,

(i) wages or salary;

(ii) cost-of-living adjustments;

(iii) lump-sum payments;

(iv) premium pay, including overtime premiums, shift differentials, call-back pay, on-call pay, stand-by pay and premiums or allowances for work performed under dangerous, isolated or exceptional working conditions or time-off in lieu of such payment;

(v) fixed allowances made to an employee in respect of expenses which the employee might incur irrespective of whether the expenses are actually incurred. Without limiting the generality of the foregoing, such allowances may be made for

(a) meals

(b) board and lodging

(c) clothing,

(d) dry cleaning and laundry

(e) private vehicle usage

(f) travel

(g) moving or relocation

(h) training, education and tuition

(i) badge allowance

(j) custodial responsibility

(k) tool and safety equipment

(l) professional membership dues

2. excludes, without limiting the generality,

- (i) the reimbursement by an employer, in whole or in part, for actual expenses incurred by an employee in the performance of his duties, including meals, transportation, clothing, mileage, living or other similar expenses;
- (ii) an incentive or bonus paid to employees for increased productivity where the terms and conditions of the compensation for increasing productivity have been approved by the Board.

Benefits

For the purposes of clause 4(d), “benefit”

1. includes

- (i) pay for time not worked, including, without limiting the generality, pay for vacations, statutory and other holidays, sick leave, travel time, cleanup time, rest periods, paid lunch, sabbaticals, and personal leave. For greater clarity, personal leave includes, without limiting the generality, compassionate leave, discretionary leave, leave for bereavement, marriage, maternity, paternity, adoption, jury or witness duty, education, citizenship, foreign, intergovernmental, military training, union business;
- (ii) a payment made by an employer in respect of contributions payable by an employee under the Ontario Health Insurance Plan, a private health insurance plan including drug, dental, hearing-aid or optical plans, a sickness indemnity plan, a term disability plan and a group life insurance plan;
- (iii) a payment by the employer to the employee in lieu of a payment or contribution under any of the plans referred to in paragraph (ii);
- (iv) a payment to provide benefit under a supplementary unemployment benefit plan or other income maintenance plan;
- (v) a payment to provide a superannuation allowance, pension or other retirement benefit plan;
- (vi) any other payment generally classified as a benefit.

2. excludes

- (i) wages and salaries including payment based on piece work;
- (ii) cost-of-living adjustments;
- (iii) special payments made by an employer under a superannuation, pension fund or plan for the purpose of
 - (a) liquidating an experience deficiency,
 - (b) liquidating an initial unfunded liability incurred prior to September 22, 1982;
- (iv) expenditures made by an employer

- (a) in respect of measures taken to reduce the adverse effects of technological change on employees, including training and relocation costs and redundancy payments,
- (b) to implement procedures and techniques to reduce the risk of injury to, and to safeguard the health of, employees while at work, including the provision of safety equipment,
- (c) under an employee suggestion and safety award plan,
- (d) under an employee education assistance plan,
- (e) to employees on final termination of employment,
- (f) in respect of amenities that cannot be readily expressed in monetary terms, including without limiting the generality of the foregoing, the provision of physical facilities for recreation or credit union operations, and for the serving of food;

and

- (v) additional expenditures required to maintain the level of benefits in compensation plans that have been extended under this Act.

Perquisite

For the purpose of clause 4(d), “perquisite” means any emolument of a job or position not normally considered to form part of the compensation related to that job or position and includes, without limiting the generality,

- (i) the use of an automobile
- (ii) residential accommodation assistance
- (iii) a travel pass
- (iv) professional membership
- (v) club and recreational membership

or

- (vi) discounts on the purchase of merchandise.

Compensation plan

For the purpose of clause 4(e), “compensation plan”

1. includes, without limiting the generality,

- (i) compensation as defined by clause 4(d) of the Act and the Regulations thereunder;
- (ii) the system for determining classifications and placements for compensation;
- (iii) work schedule including scheduling and distribution of premium pay;

- (iv) plans designed to liquidate unused sick leave;
 - and
 - (v) method of payment.
2. excludes, without limiting the generality,
 - (i) the system for determining staffing; and
 - (ii) an incentive plan that has been approved by the Board and that provides for special payments to or for the benefit of employees to encourage or facilitate their early retirement from employment.

Compensation rates

For the purpose of clause 4(f), “compensation rates”

1. includes, without limiting the generality, any allowance, bonus, or shift premium paid to a recipient for the discharge of the responsibilities usually associated with his office or position
2. excludes, without limiting the generality,
 - (i) any allowance, bonus, or shift premium not referred to in 1 above and
 - (a) that is expressed as a fixed annual or hourly amount and not as a percentage of any rate of pay,
 - (b) that is paid to the recipient in addition to his basic rate of pay, and
 - (c) that is agreed to be paid in recognition of dangerous, isolated or exceptional working conditions, or in recognition of special qualifications additional to those expressly required for the performance of the duties and responsibilities for which the recipient's basic rate of pay is paid;
 - (ii) the compensation of an employee during a period in which the employee undergoes training to assist in adapting to technological change including any payment to maintain the salary or wage of an employee assigned to a lower paid job as a result of technological change;
 - (iii) an increase in the compensation of an employee made in compliance with the Human Rights Code, 1981, and section 33 of the Employment Standards Act.

Subsection 12(5)

1. For the purpose of determining the entitlement of a person to an increase described in any of clauses 12(5)(a) to (e),
 - (i) where the entitlement of the person to the said increase arises on the first day of the 12-month period for which an increase under section 10 or subsection 12(1) is effective, the increase described in any of clauses 12(5)(a) to (e) shall be first given effect to the extent permitted by this subsection;
 - (ii) where the entitlement of the person to the said increase does not arise on

the first day of the 12-month period for which an increase under section 10 or subsection 12(1) is effective, the increase under section 10 or subsection 12(1) shall be first given effect to and then the increase described in any of clauses 12(5)(a) to (e) shall be given to the extent permitted by the subsection.

2. In the event that the increase described in clauses 12(5)(a) to (e) would, at the time the person becomes entitled to it, increase his or her annual compensation, as defined for purposes of subsection 12(5) by the Regulations under the Act, from less than \$35,000 to above \$35,000, the entitlement of the person to the portion up to \$35,000 is, where the compensation plan is in a collective agreement, as agreed to by the parties or where, the compensation plan is not in a collective agreement, as defined by the administrator.

Cost-of-living adjustments

For the purpose of this Act, “cost-of-living adjustments” means a payment or payments, whose amount is directly or indirectly related to changes in the rate of inflation as measured by some index.

Calculation

1. The percentage increase in “compensation rates” for the 12-month period defined by section 9 or 11 of the Act shall be calculated in the following manner:

(i) determine the allowable percentage increase in compensation rates pursuant to section 10 or subsection 12(1);

(ii) determine the expenditure by the employer for compensation rates of all employees on the day immediately preceding the said 12-month period (Note: cost of living adjustments are to be folded into the rates);

(iii) determine the allowable increase in expenditure by the employer for compensation rates of all employees, exclusive of increases pursuant to subsections 12(2), (3) (i.e. the \$1,000 and \$750 rules respectively) and any adjustment made in respect of those items identified in clauses 12(5)(a) to (e) (e.g. increment rule) which results from multiplying the percentage determined in (i) by the number(s) determined in (ii);

(iv) in the event of a change or a proposed change to any terms and conditions of the compensation plan, determine the change in expenditure by the employer for all employees resulting from the change or proposed change to any terms and conditions of the compensation plan;

(v) subtract the number determined in (iv) from the number determined in (iii)

and;

(vi) divide the number obtained in paragraph (v) by the number determined in (ii) and multiply by 100.

2. For the purpose of determining compensation rates in effect on the last day of the said 12-month period, any changes to compensation during the said 12-month period, shall be deemed to have been in effect for the entire 12-month period.

3. For purpose of computation, the number of employees shall be the number of employees on the day immediately preceding the 12-month period under consideration.

Sample calculations

Following are examples of methods of costing compensation plans. They are provided to assist persons required to submit compensation plan changes to the IRB for approval prior to implementation (i.e. administrators having plans that are not included in a collective agreement and where it is proposed to make changes to terms and conditions as well as in compensation rates.) Also provided is an example of a completed Form IRB-02.

Example 1

Assume the Town of East Stanton wishes to enhance the benefit package of its 35 non-union employees during its control period, Jan. 1 to Dec. 31, 1983. Specifically, the town wishes to grant the employees an improved supplementary health and hospital plan and an extra week's annual vacation. This case requires the prior approval of the IRB.

On Form IRB-02, the administrator completes the relevant sections on the first page, as shown. The administrator then provides on Page 2 of the form the details of the proposed changes and additional information on the employees and their compensation rates. (See sample form, Page 22.)

Since this application concerns changes to the benefit package, Schedule A must also be completed. This will provide the Board with data on the cost of the proposed changes and the compensation rate increase. The following steps should be taken in completing Schedule A, as illustrated.

Step 1: Complete Parts 1 and 2 on the front page of Schedule A listing details of the compensation plan provisions to which a change is proposed.

Sept 2: Complete Part 3 on the second page of the form as follows.

Lines 1, 2 and 3—Record the number of employees covered by the compensation plan increase, the 12-month period during which the compensation rate increases will occur, and the maximum allowable percentage increase in compensation rates for the period.

Line 4—Identify the total annual expenditure on compensation rates as of Dec. 31, 1982. (e.g. \$640,000). This expenditure should include cost-of-living adjustments (COLA) and other payments that have been defined by the IRB as part of compensation rate.

Line 5—Determine maximum allowable increase in compensation rate expenditure assuming no change in other terms and conditions of the plan over the period (e.g. $\$640,000 \times 5 \text{ per cent} = \$32,000$).

Line 6—Record the total additional cost arising from proposed changes to employee benefits and other provisions. In the summary table, show the total expenditure for each item on the day preceding

the commencement of the control period and the additional expenditure that would result from the proposed change. Where the provision is wage or salary related, the effect of the salary increase must be added to the cost of the change. In the example:

1. Supplementary health and hospital

- As of Dec. 31, 1982, all employees were covered by the plan. The employer's total annual expenditure was \$8,000 or 80 per cent of the total premium cost of \$10,000 charged by the insurance carrier.
- For 1983, the employer proposed to pay 100 per cent of the premium cost.
- Additional expenditure is \$2,000.

2. Vacation allowance

- As of Dec. 31, 1982, the 35 employees qualified for vacations as follows.

Two weeks—15 employees with average weekly salary of \$325.65.

Three weeks—14 employees with average weekly salary of \$372.26.

Four weeks—six employees with average weekly salary of \$368.59.

- Total annual expenditure as of Dec. 31, 1982:

Two weeks	—	$\$325.65 \times 2 \times 15 =$	9,770
Three weeks	—	$\$372.26 \times 3 \times 14 =$	15,635
Four weeks	—	$\$368.59 \times 4 \times 6 =$	<u>8,846</u>
			\$34,251

- 1983 expenditure with proposed changes

Three weeks	—	$\$325.65 \times 3 \times 15 =$	14,654
Four weeks	—	$\$372.26 \times 4 \times 14 =$	20,847
Five weeks	—	$\$368.59 \times 5 \times 6 =$	<u>11,058</u>
			\$46,559

- Additional expenditure is \$12,308
 $(\$46,559 - \$34,251 = \$12,308)$

The total additional expenditure on benefit improvements is \$14,308 which, in the example, would be deducted from the maximum allowable increase of \$32,000. However, the vacation plan is salary related and, therefore, the effect, "impact" or "roll-up" of the salary increase for 1983 must be included in the cost of the benefit improvements. Determine the applicable per cent to be applied to the additional vacation cost for 1983.

The following formula may be used where:

P is the unknown increase.

A is the maximum allowable increase.

B is the additional cost of proposed changes to all non-salary benefits.

C is the additional cost of proposed changes to all salary-related benefits.

D is the total expenditure on the compensation rates on the day preceding commencement of increase period.

Therefore:

$$P = \frac{A - B - ((1 + P)(C))}{D}$$

In this example, the calculation would be:

$$P = \frac{32,000 - 2000 - ((1 + P)(12,308))}{640,000}$$

$$640,000 P = 30000 - 12308 - 12308P$$

$$P(640,000 + 12308) = 30000 - 12308$$

$$P(652,308) = 17692$$

$$P = \frac{17692}{652,308}$$

$$P = .0271 \text{ or } 2.71 \text{ per cent}$$

Impact on vacation cost (a) $\$12308 \times 2.71 \text{ per cent} = \334

(b) $\$12308 + \$334 = \$12642$

Lines 7 and 8—Identify the amount and the per cent remaining for compensation rate increases (e.g. wages and salaries).

Line 9—Record the actual percentage increase granted. The percentage in Line 9 cannot exceed the percentage shown in Line 8.

Example 2

In this example a cost-of-living adjustment (COLA) is paid quarterly during the period Jan. 1 to Dec. 31, 1982, on a base of $1/4 \times$ salary. The COLA was not folded-in and produced the following payments:

Quarter	Percentage change from base period of CPI	Payment generated by COLA on salaries		
	(hypothetical date)	12,000	18,000	25,000
First quarter	1.5	45.00	67.50	93.75
Second quarter	3.0	90.00	135.00	187.50
Third quarter	4.5	135.00	202.50	281.25
Fourth quarter	6.0	180.00	270.00	375.00
		<u>\$450.00</u>	<u>\$675.00</u>	<u>\$937.50</u>

The total COLA payments—\$450.00, \$675.00 and \$937.50—are changes to compensation during the 12-month period Jan. 1 to Dec. 31, 1982, for employees earning \$12,000, \$18,000 and \$25,000 respectively. The COLA payments made during the year are accordingly deemed to be in effect on the last day of the said 12-month period.

The determination of the total expenditure on compensation rates to the 35 employees on the day immediately preceding the commencement of the period Jan. 1 to Dec. 31, 1983, is as follows:

Employees as of Dec. 31, 1982	Salary plus COLA as of Dec. 31, 1982	Total expenditure on compensation rates
10	\$12,450.00	\$124,500
15	18,675.00	280,125
10	25,937.50	259,375
		<u>\$664,000</u>

The determination of the maximum allowable increase in compensation rate expenditure, assuming no changes in the terms and conditions of the compensation plan for the period Jan. 1 to Dec. 31, 1983, is as follows:

$$\$664,000 \times 5 \text{ per cent} = \$33,200$$



Please see enclosed INSTRUCTIONS for completion of this form

SECTION 1

Applicant's Name TOWN OF EAST STANTON			FOR BOARD USE ONLY <div>☐☐ ☐ ☐ ☐</div> Reference Number	
Address	Number	Street		
	20	MAIN ST. WEST.		
City/Town	Province	Postal Code	Telephone Number Area Code	
EAST STANTON	ONT.	R 5 T 3 L 6	6 2 3 8 9 7 6 5 3 4	
Application is submitted by (please ✓) <input checked="" type="checkbox"/> Administrator <input type="checkbox"/> Bargaining Agent <input type="checkbox"/> Employee				

SECTION 2

Reasons for application (please ✓)

- ☐ Board determination/review of compensation rate increase to take effect on or before October 1, 1981. (Ref. Section 10(b)(i))
- ☐ Board determination of compensation rate increase to take effect in the period October 2, 1981 to October 1, 1982, inclusive. (Ref. Section 14(1)(a))
- ☒ Board determination/review of change in terms and conditions of the Compensation Plan and the value of the changes (Ref. Section 14(1)(b)(c) and 14(2))
- ☐ Board review of administrator's failure to grant minimum increase pursuant to Section 12(2)(3). (Ref. Section 14(3))
- ☐ Other (specify) _____

SECTION 3

Name or brief description of Compensation Plan affected by this application CLERICAL AND ADMINISTRATIVE SERVICES PLAN		Compensation Plan rate increase covers period: From 1.1.83 To 31.12.83	
Is Compensation Plan a part of a collective agreement? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
<ul style="list-style-type: none">If NO and the applicant is a plan administrator, nothing further needs to be completed in this Section.If YES and the facts set out in the application are agreed upon by both the applicant and the other party to the collective agreement, please complete either Part A or B whichever is applicable, and Part D below.		<ul style="list-style-type: none">If NO and the applicant is an individual employee, please complete Parts A and C below.If YES and the facts of the application have not been agreed upon by both parties to the collective agreement, please complete either Part A or B, whichever is applicable, and Part C below.	
PART A Complete if application is made by bargaining agent or individual employee	Name of Administrator Address		
PART B Complete if application is made by administrator	Name of Bargaining Agent Address		

PART C Name of the individual representing the administrator/bargaining agent (delete as appropriate) to whom a copy of this application and all supporting documentation which accompanies it has been sent.

Name	Position	Date Sent

PART D

I, _____ am the authorized representative
(print name)

of _____
the Administrator/Bargaining Agent (delete as appropriate)

which is a party to the collective agreement mentioned in this application. I have reviewed the application and all supporting documentation provided by the applicant and I am in agreement with them. I understand that the Inflation Restraint Board may decide the matter raised by the application on the basis of this documentation.

Signature _____
Position _____
Date _____

CERTIFICATION

I certify that the information contained in this application and any documents attached to it is true, correct and complete in every respect.

Signature
...TOWN CLERK
Position
24.2.83
Date

Describe below and on additional pages if required all particulars pertaining to your application. Attach all relevant documents and materials.

Note: If application involves a valuation of changes in the terms and conditions of the Compensation Plan, Schedule A is to be completed and attached to this application.

THE EMPLOYEES IN THE CLERICAL AND ADMINISTRATIVE SERVICES PAY PLAN NORMALLY RECEIVE A SALARY ADJUSTMENT AT THE START OF EACH FISCAL YEAR. THE LAST INCREASE WAS EFFECTIVE JANUARY 1, 1982. CONSISTENT WITH THE INFLATION RESTRAINT ACT, THE TOWN PROPOSES TO EXTEND THIS COMPENSATION PLAN FOR 12 MONTHS COMMENCING JANUARY 1, 1983. HOWEVER, DURING THE LAST SET OF NEGOTIATIONS WITH THE UNIONIZED EMPLOYEES A NEW BENEFIT PACKAGE WAS INTRODUCED WHICH INCREASED THE EMPLOYER'S CONTRIBUTION TO THE SUPPLEMENTARY HEALTH AND HOSPITAL PLAN FROM 80% TO 100% AND GRANTED ALL EMPLOYEES AN ADDITIONAL WEEK OF PAID VACATION. IT IS PROPOSED TO GRANT THE NON-UNIONIZED EMPLOYEES THESE SAME BENEFIT IMPROVEMENTS AS PERMITTED BY CLAUSE 14(2) OF THE ACT.

THE COMPENSATION RATE OF THESE EMPLOYEES MAY ACCORDING TO CLAUSE 12(1) OF THE ACT BE INCREASED DURING THE PERIOD JANUARY 1, 1983 TO DECEMBER 31, 1983 BY AN AMOUNT UP TO 5%. THE TOWN PROPOSES THAT THE MAXIMUM AMOUNT BE PAID. HOWEVER, FROM THIS MAXIMUM MUST BE DEDUCTED THE COST OF THE BENEFIT ENRICHMENTS.

THE FOLLOWING SETS OUT THE SALARY PROFILE OF THE EMPLOYEES IN THE COMPENSATION PLAN.

<u>CLASS</u>	<u>NUMBER OF EMPLOYEES AS OF DEC. 31, 1982</u>	<u>SALARY AS OF DEC. 31, 1982</u>	<u>TOTAL EXPENDITURE COMPENSATION RATES</u>
1	10	\$12,000	\$120,000
2	15	18,000	270,000
3	10	25,000	<u>250,000</u>
			<u>\$640,000</u>

Schedule A - Valuation of Change in Compensation Plan's Terms and Conditions

PART 1

Name of Administrator		
TOWN OF EAST STANTON		
Name, Title or description of Compensation Plan	Compensation Plan rate increase covers period: From To	Number of Employees covered by Compensation Plan
CLERICAL AND ADMINISTRATIVE SERVICES PAY PLAN	1.1.83 31.12.83	35

PART 2 - SUMMARY OF PROPOSED CHANGES IN TERMS AND CONDITIONS

Description of Existing Provision	Description of Change to Existing Provision and/or New Provision	Provision No.
Column A	Column B	Column C
<p>WE (THE EMPLOYER) CONTRIBUTE 80% OF THE COST OF A SUPPLEMENTARY HEALTH AND HOSPITAL PLAN.</p> <p>OUR VACATION PLAN PROVIDES PAID VACATION OF TWO WEEKS TO EMPLOYEES WITH UP TO 10 YEARS' SERVICE, THREE WEEKS TO THOSE WITH 10 TO 20 YEARS' SERVICE, AND FOUR WEEKS TO THOSE WITH MORE THAN 20 YEARS' SERVICE.</p>	<p>WE (THE EMPLOYER) CONTRIBUTE 100 % OF THE COST OF A SUPPLEMENTARY HEALTH AND HOSPITAL PLAN EFFECTIVE FROM JAN. 1, 1983.</p> <p>VACATION PLAN TO PROVIDE AN ADDITIONAL WEEK OF PAID VACATION TO EACH EMPLOYEE, NO CHANGE IN QUALIFYING PERIODS.</p>	<p>1.</p> <p>2.</p>

PART 3 SUMMARY OF COMPENSATION INCREASE COSTS

1. Number of employees covered by compensation rate increase as indicated in Part 1.

35

2. Twelve month period covered by compensation plan rate increase as indicated in Part 1
From JAN. 1, 1983 To DEC. 31, 1983

3. Maximum allowable increase in compensation rates for the period referred to in Line 2
and as specified by the Inflation Restraint Act. (Ref Clause 10(a) and Clauses 12(1) (c) and (d). ...

5.00 %

4. Total expenditure on compensation rates to employees identified in Line 1 on the day
immediately preceding the commencement of the period identified in Line 2.
(Note: Cost of Living Adjustments must be folded in).

\$ 640,000

5. Maximum allowable increase in compensation rate expenditure assuming no other
change in compensation plan for the period identified in Line 2. (Line 3 x Line 4)

\$ 32,000

6. Cost of changes to employee benefits and other compensation plan terms and
conditions. (Record below for each provision listed in Column B of Part 2, the annual
expenditure on the provision on the day immediately preceding the commencement of the
period identified in Line 2, and the additional cost of the proposed change. Attach a
statement showing cost data and calculations followed to arrive at expenditure amounts.)

\$ 14,642

Provision No.	Provision	Expenditure on day immediately preceding commencement of period identified in Line 2	Additional cost of change to provision or new provision during period identified in Line 2
1.	SUPP. HEALTH AND HOSPITAL	\$ 8,000	\$ 2,000
2.	VACATION ALLOWANCE*	34,251	12,642
3.			
4.			
5.			
6.			
7.			
8.			

*SALARY RELATED

Total \$ 14,642

Transfer to Line 6 above

7. Maximum allowable increase in compensation rate expenditure after allowing for
the above changes to the compensation plan of employees identified in Line 1 for
the period identified in Line 2. (Line 5 – Line 6).

\$ 17,358

8. Maximum allowable percentage increase in compensation rates for the period
identified in Line 2. (Line 7 ÷ Line 4 x 100)

2.71 %

9. Actual percentage increase in compensation rates granted or proposed for the period
identified in Line 2. Same as in Line 8 ☐ or 2.71 %

Administered Price Restraint Program

Another part of the Inflation Restraint Program restricts increases in prices and fees charged by Ontario government ministries and agencies and firms regulated by Ontario authorities. Responsibility for this aspect of the program rests with individual ministers under whose authority prices are set.

Examples of prices affected are those charged by GO Transit, Ontario Place, provincial parks, the Royal Ontario Museum, colleges and universities (tuition fees), and by many other provincial agencies and institutions.

Not included in the program are taxes and prices charged by municipalities, hospitals and school boards. Also excluded are prices charged by marketing boards, Ontario Housing Corporation, and those reviewed by the Residential Tenancy Commission.

The program runs from Sept. 21, 1982, to Dec. 31, 1983, inclusive. Any administered price increase exceeding five per cent and not approved before the program began must be reviewed by a committee of the provincial Cabinet. In its review, the committee considers whether the proposed price increase reflects restraint of wages and where applicable, profits. If reasonable, increases in costs beyond the control of the ministry, agency or firm—such as costs of goods and services, interest and depreciation—may be “passed through” to the consumer. The committee has discretion to permit increases beyond those normally allowed under the restraint program when adverse economic impact (for example, bankruptcy or layoffs) would otherwise result.

For provincial ministries, the guideline respecting prices or fees is that these may not increase by more than five per cent for the duration of the program.

The Inflation Restraint Act, passed by the Legislature in December, 1982, permits the Minister of Consumer and Commercial Relations to refer a particular price increase to the Inflation Restraint Board for further study if he is not convinced it is justified. As well, this Act enables the Cabinet to alter administered price increases found to be inconsistent with restraint.

Additional copies and IRB forms

After you have read this booklet, and if you don't need to keep it for reference, please don't discard it—pass it on to a colleague or co-worker.

Additional copies are free but the IRB can make them available in limited quantities only. IRB forms are also available.

To order, write to:

IRB Communications
P.O. Box GMS30
Queen's Park
Toronto M7A 1N3

Or, for your convenience, go to any Regional Assessment Office of the Ministry of Revenue. These are located in many centres throughout Ontario. Consult your telephone directory's blue pages under Assessment or Ministry of Revenue.

In Toronto, they are also available from the Ontario Government Bookstore, 880 Bay St., Main Floor.

Additional information

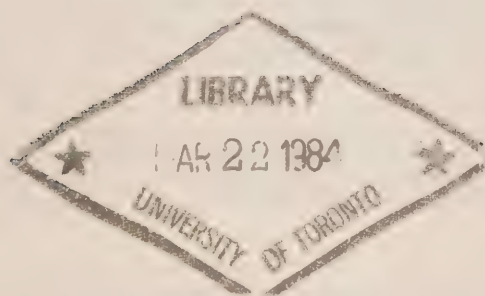
If you need further information, write to IRB Communications or phone the inquiry hot line (collect calls accepted).

Inquiry hot line
(416) 963-2268

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- 2002

Inflation
Restraint
Board

GUIDE TO THE
REPORTING OF GROUP COMPENSATION CHANGES
UNDER THE
PUBLIC SECTOR PRICES AND COMPENSATION REVIEW ACT, 1983



Introduction

The Public Sector Prices and Compensation Review Act, 1983 is the successor to the Inflation Restraint Act, 1982. While the Inflation Restraint Act sets strict controls on increases in compensation rates, the new legislation emphasizes voluntary guidelines which the Ontario Government intends should be followed.

Under the new legislation, the Inflation Restraint Board (IRB) is continued but its role is to be essentially one of monitoring compensation increases. To permit the Board to carry out this function, administrators of group compensation plans (primarily employers) are required to provide the Board with details of all changes to group compensation plans before they go into effect.

This outline provides an overview of the new legislation and has been designed primarily to assist administrators of group compensation plans in complying with its provisions. It is not intended as a substitute for the Public Sector Prices and Compensation Review Act and the regulations made under the Act. These latter documents should be consulted for more complete information.

Restraint Year

For most groups of employees, the restraint year under the new legislation will begin on the day following the expiry of the 5 per cent control year as defined in the Inflation Restraint Act. However, for those groups having multi-year collective agreements which were interrupted by the Inflation Restraint Act, the restraint year will not commence until the day after the expiry of the multi-year agreement provided that this occurs prior to Oct. 1, 1984. If a multi-year agreement that was interrupted by the Inflation Restraint Act expires on or after Oct. 1, 1984, the employees will not be subject to the provisions of the Public Sector Prices and Compensation Review Act at all. An agreement entered into prior to Oct. 1, 1983 which expires on or after Oct. 1, 1984 would likewise not be subject to the Act.

Coverage

Persons and organizations covered by the Public Sector Prices and Compensation Review Act are essentially the same ones that came under the Inflation Restraint Act. Organizations so covered have been notified by the Board in the course of its administration of the restraint legislation.

Compensation Criteria

According to the criteria established by the government, the total compensation of each compensation group should increase by no more than 5 per cent during the restraint year. Total compensation includes all forms of wages, benefits and perquisites, as described below.

It should be noted that this approach differs markedly from that established by the 1982 legislation. Under the Inflation Restraint Act the allowable compensation increases applied to individuals as opposed to groups of employees and they related to rates (essentially wages and salaries) as opposed to total compensation. Under the new Act, the guideline increase of up to 5 per cent is applied to a larger base and all individuals within the compensation group need not necessarily receive the same percentage increase. The criteria will be satisfied if the average increase in total compensation received by all employees in a group does not exceed 5 per cent.

Definition of Compensation

As with the definition of compensation in the Inflation Restraint Act, compensation under the Public Sector Prices and Compensation Review Act is broadly defined to include salaries and wages, benefits and perquisites whether provided directly or indirectly by employers on behalf of their employees. This includes cost of living adjustments, changes in rates attributable to progression within wage and salary ranges or grids, and lump sum payments that are additional to regular wages or salaries.

Benefits include paid leave plans, premium pay plans and contributions paid by employers for a broad variety of health and welfare plans such as hospital medical and dental plans, life insurance plans, and pension plans.

Perquisites include such items as fixed allowances for expenses that do not have to be accounted for by an employee, use of an automobile, residential accommodation assistance or club and recreational memberships.

For reporting purposes compensation does not include:

- expenses actually incurred by an employee that are reimbursed by the administrator;

- benefit improvements required by statute (Canada Pension Plan, Unemployment Insurance, Workers' Compensation and employer-paid OHIP);
- changes in the minimum wage;
- awards under the Human Rights Code or the Employment Standards Act on the grounds of discrimination;
- changes in expenditures made by an employer to implement procedures and techniques to reduce the risk of injury to, and to safeguard the health of, employees while at work, including the provision of safety equipment but not fixed allowances paid irrespective of expenses actually incurred;
- amenities that cannot readily be allocated to individual employees such as the provision of facilities for recreation, credit unions or food operations.

The promotion of an individual during the restraint year to a different or more responsible position or the reclassification of a position from one salary level to another is not considered to be a change in the group compensation plan provided that the promotion or position reclassification takes place after the usual and proper evaluation procedures have been followed within the framework of the classification system that existed on the day preceeding the commencement of the restraint year.

Notwithstanding the above, any change to the system of classifying or determining the salary or wage levels applicable to individual positions which occurs during the restraint year whether the result of a job evaluation plan or any other means is considered to be a change to the group compensation plan and must be reported to the Board. Also, the administrator is required to provide a statement to the Board on the circumstances and reasons surrounding the decisions to revise and implement a new job classification system. If the administrator is aware that such a change is to occur at the time of reporting on other changes to the group compensation plan, this change should be reported along with the other changes in compensation. If the decision to implement a revised classification system during the restraint year occurs at some other time, a separate report will be required.

Arbitration Awards and Fact Finding Reports

The Public Sector Prices and Compensation Review Act permits normal collective bargaining and dispute resolution mechanisms. In addition, there are new provisions related to arbitral awards, including final offer selections, and fact finding reports that encompass any part of the restraint period.

- The arbitrator or fact finder must take into account the employer's ability to pay in light of existing fiscal policy and must include in the award or report the effect of this consideration.
- Arbitrators and fact finders will be required to include in their award or report a statement of the cost or saving associated with all changes to the terms of employment, if any, which would result from the award or a settlement based on the fact finder's report. Terms of employment includes compensation and any other obligation that requires employer expenditures.

There is no special form for reporting these costs or savings. The legislation requires the costing to be done as if all changes had been in effect for the full twelve months even if some would be in place for a shorter period. It is anticipated that arbitrators and fact finders will be guided by costing precedures that are described in the forms which must be completed by administrators when they report to the Board on group compensation plan changes (i.e. Forms IRB-06, 07, 08). When arbitrators provide costs on other terms of employment that are not part of the compensation plan as defined by the Board full and complete information should be supplied.

While it is the responsibility of the arbitrator or fact finder to provide the information, the legislation requires the administrator to file it with the Board within the period of time specified by the Act.

Compensation Groups

For purposes of reporting on changes to group compensation plans, administrators will normally be required to group their employees according to those who are covered by the same collective agreement likewise, non-union employees should be grouped according to their separate compensation plans. A group compensation plan may cover an individual employee or a group of employees.

Definition of Employee

For reporting purposes, employees are considered as permanent full-time and permanent part-time employees. Full-time employee is an employee whose regular work week exceeds 30 hours or employees on shift work whose average weekly hours are in excess of 30. A permanent part-time employee is an employee who normally works 30 hours or less per week but who is employed on a regular weekly basis.

Persons employed on a temporary basis and volunteers should be excluded when determining the make-up of compensation groups. Similarly, persons employed on a contract basis for a specific term or task should be excluded.

Filing with the Board

All changes to a group compensation plan during the restraint year must be reported to the Board.

The legislation requires that within 30 days of ratification of a new collective agreement, the issuance of an arbitration award, or the issuance of a statement by an administrator proposing a change to a group compensation plan, the administrator of the group compensation plan must file details of the changes with the Board in the form and manner that the Board requires. If changes to a group compensation plan are made more than once during the restraint year, each change must be reported in accordance with the Act.

All information filed with the Board by an administrator relating to the compensation of individuals or groups will be available to those parties directly affected but treated as confidential otherwise.

For purposes of filing, the Board has issued the following forms which must be used to report changes to group compensation plans:

- IRB-06 to be used by administrators whose total workforce consists of 50 or more permanent full-time and part-time employees counted on the day preceding the restraint year. It is to be used for reporting on the compensation plan changes of those groups whose compensation is normally expressed or may be most conveniently expressed in hourly terms. It must also be used when it is proposed to reduce the standard or normal weekly hours of work such that an increase in compensation rates occurs.

- IRB-07 to be used by administrators whose total workforce consists of 50 or more permanent full-time and part-time employees counted on the day preceding the restraint year. It is to be used for reporting on the compensation plan changes of those groups whose compensation is not normally expressed in hourly terms and for whom annual compensation is a more appropriate measure as long as no change in standard or normal weekly hours of work is being introduced which has the effect of increasing compensation rates.
- IRB-08 to be used in reporting on compensation plan changes by administrators whose total workforce consists of fewer than 50 permanent full-time and part-time employees counted on the day preceding the restraint year.

For appointed and elected officials, it is recognized that the above noted forms may not necessarily be appropriate for reporting on the changes to their respective group compensation plans. If this proves to be the case, the Board will accept the information in the manner judged most appropriate by the administrator.

A SEPARATE FORM MUST BE COMPLETED FOR EACH COMPENSATION GROUP

Implementation

The administrator may not implement the compensation plan changes until the expiry of 15 working days from the date on which the Board receives from the administrator the required information on the collective agreement, arbitral award or other proposed compensation plan change. If, during this 15-working-day period, the Board decides that the information filed by the administrator is incomplete, it is empowered to delay implementation until it is satisfied that it has received complete information.

When a filing is made to the Board, a dated notice of receipt will be issued. If the administrator does not hear further from the Board prior to the expiry of 15 working days from the date of the notice, he or she may proceed with implementation.

Copies of IRB Forms

Copies of IRB Forms are available by writing:

IRB Communications
P.O. Box GMS30
Queen's Park
Toronto, Ontario
M7A 1N3

Or, for your convenience, go to any Regional Assessment Office of the Ministry of Revenue. These are located in many centres throughout Ontario. Consult your telephone directory's blue pages under Assessment or Ministry of Revenue.

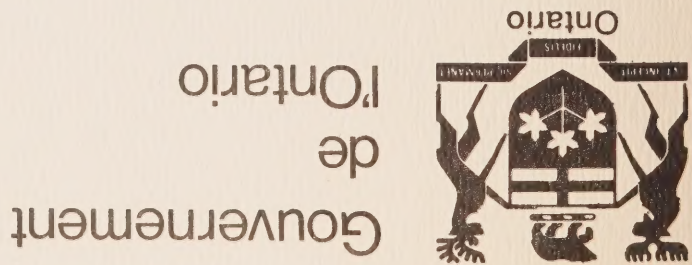
In Toronto, they are also available from the Ontario Government Bookstore, 880 Bay Street, Main Floor.

Additional Information

If you need further information or assistance in interpreting the reporting requirements on compensation plan changes, arbitration awards or other proposed compensation plan changes, write to IRB Communications or phone the inquiry hot line (collect calls accepted).

Inquiry Hotline
(416) 963-2268

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Pour la période

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